

Appendices

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Appendix A - Acronyms

Acronym	Long Name
ACIP	Advisory Committee on Immunization Practices
CDC	Centers for Disease Control and Prevention
CPT	Current Procedural Terminology
DMD	Data Management Division
DT	Diphtheria and tetanus toxoids
DTaP	Diphtheria and tetanus toxoids and acellular pertussis vaccine
DTaP-HB-IP	Diphtheria and tetanus toxoids and acellular pertussis and Haemophilus influenzae type b vaccine – Inactivated Polio vaccine
DTaP-HiB	Diphtheria and tetanus toxoids and acellular pertussis and Haemophilus influenzae type b vaccine
EIPV	Enhanced Inactive Poliovirus Vaccine
FQHC	Federally Qualified Health Center
Hep B - A	Hepatitis B vaccine - Adults
Hep B - 18	Hepatitis B vaccine – 18 only
Hep B -PF	Hepatitis B vaccine – Preservative Free
Hep B - HiB	Hepatitis B - Haemophilus influenzae type b conjugate vaccine
Hib	Haemophilus influenzae type b conjugate vaccine
HL7	Health Level 7
NDC	National Drug Code
NIP	National Immunization Program
Pneumo	Pneumococcal (Streptococcus pneumoniae) vaccine, 23 - valent
PNU7	Pneumococcal (Streptococcus pneumoniae) conjugate vaccine, 7-valent
RHC	Rural Health Center
SDN	Secure Data Connection
Td	Tetanus and diphtheria toxoids (adult formulation)
Var	Varicella (chickenpox) vaccine
VFC	Vaccines for Children

Appendix B – Report Button Default

Navigation in Reports

Many of the reports in VACMAN 3 use the same type of navigation when you are selecting criteria for running a report. Refer to the following image and table for an overview of some of these common functions:

Report Selection Criteria

Individual Transactions

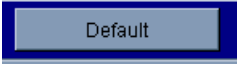
Reporting Options:
 All Transaction Types (All Action Codes, including Shipped) ▼

Date Range: 01/01/2000 06/07/2002
PIN Range: 026996 026996 ▼
Sort Order: PIN, Date, Vaccine Type ▼

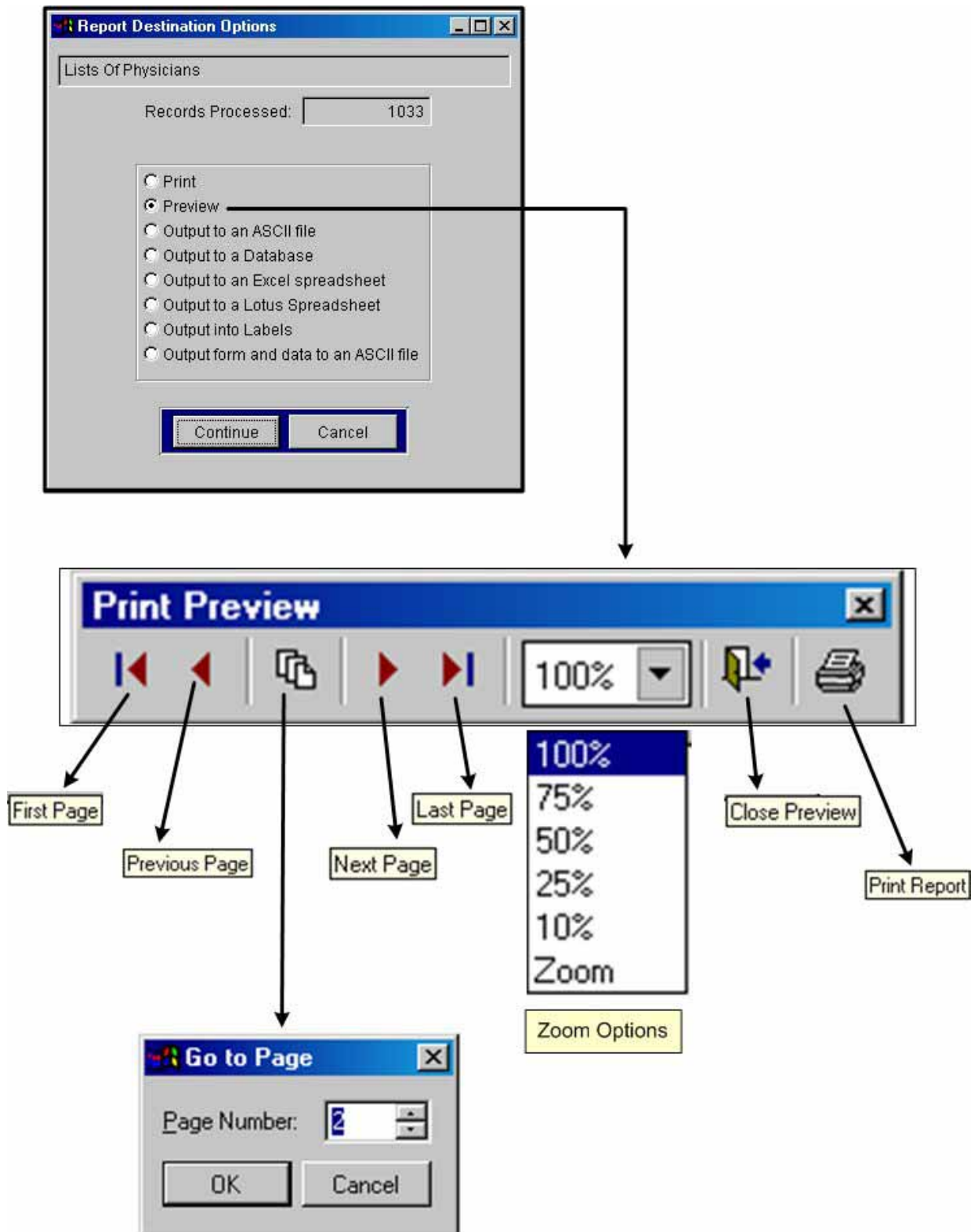
Depots : ALL ▼ Vaccines : ALL ▼ Manufacturer : ▼ Lot : ALL ▼ Sectors : 3 - ALL ▼

Counties : ALL ▼ Area : ALL ▼ Ship To? : ALL ▼ H01 Priv : ALL ▼ H02 Pub : ALL ▼

Default Continue Cancel

For this field...	perform this function...	in order to select...
Starting Date	Double-Click	the beginning date of THIS month.
Ending Date	Double-Click	the end of THIS month.
PIN Range	Double-Click	all PIN values.
Any combo box ▼	Click-on the arrow ▼	a list of available choices for this field.
	Click on this button	allow for the following settings: <ul style="list-style-type: none"> ALL selected. DATE RANGE: Beginning Date and End Dates of the <u>current</u> month. If a drop-down list is present, the first item.

Print Preview Options



Appendix C - Computer Specifications

VACMAN 3 was developed using Visual FoxPro 7.0 and can be run on any 32-bit Microsoft Windows operating system except Windows Millennium Edition (ME). It can be set up for a multi-user environment on a local area network (LAN).

Minimum computer specifications

- Intel® Pentium® processor operating at 200 MHz
- 128 MB RAM
- Microsoft® Windows 98, 2000, NT4, or XP operating system
- Mouse

Computer specifications for optimal system performance

- Intel® Pentium® III processor
- 512 MB RAM
- 40 GB hard disk space
- Microsoft® Windows 98, 2000, NT4, or XP operating system
- CD burner
- Mouse
- Keyboard

Screen Resolution Settings

It is highly recommended that you set your computer monitor screen resolution to **800 x 600 pixels or greater**.

Appendix D - SDN Enrollment

Digital Certificates

If you do not already have a digital certificate for exchanging data with CDC, check with your program manager, CDC SDN Support, or VACMAN Support for assistance.

Access to SDN

Your program manager should identify three people at your program with authorized access to VACMAN SDN. Those three people should then request digital certificates with access to your program's "Vaccine Management" activity on CDC's Secure Data Network.

For additional information regarding how to apply to use CDC Secure Data Network and how to apply for and install your digital certificate, contact SDN Technical Support at 404-498-2110 in Atlanta area, or 800-532-9929 toll-free.

Applying for a Digital Certificate

Below you will find the instructions for obtaining a digital certificate. Please read the entire Appendix D BEFORE attempting to apply. If you are a Netscape user, please see the additional Netscape specific instructions later in this appendix.

Prior to Applying for a Digital Certificate

Before you begin the application process, please note: You will be adding a component to your browser which may or may not have an impact on your local computer setup or which can be affected by your local setup or by changes made to your local computer or network after installation. Therefore, it's advisable that you make your technical or network support personnel aware of this BEFORE you proceed with the application. We recommend you forward a copy of this Appendix to your support personnel or present them with a printed copy.

Please report the following to your network or technical support people:

- 1) Tell them you will need to make a secure socket layer (SSL) connection using port 443, and in some instances may need access to port 4430. Any network or firewall configuration which restricts access to port 443 might prevent you from completing the process. Some programs require 128-bit encryption for records requiring that the privacy of the patient or study participant be protected. The latest versions of Internet Explorer (5.5 and up) and Netscape (6.0 and up) are capable of this level of encryption. For Netscape, version 4.7 and below, you may need to specifically request an installation capable of this level of encryption.
- 2) Let your technical staff know it will be necessary for you to install a non-executable item in your browser and therefore, you should be granted "Standard" or "Power" user rights which would allow you to make the necessary modifications to the browser. It is vital that these rights be granted BEFORE you begin the application process as minor changes to your system may be attempted at any step and you will need these rights until you have successfully installed the certificate to your browser. If such rights are restricted on your network, it will be necessary for you to work with a systems administrator to complete this process. Please note, such rights should not be necessary for everyday use of the certificate once it's installed only to install or renew it. Also, you will also need these rights if you wish to export a copy of your certificate to diskette. See below for more information on export/import.
- 3) If you are using Internet Explorer version 5.0 or above, be aware that Microsoft has made changes to the way their browsers handle certificates which may prevent you from completing the application or installing the certificate once you've been approved if your browser has not been updated. The latest service pack for Internet Explorer may or may not contain this update. Please refer to this link at Microsoft for more information and possible solutions:

<http://support.microsoft.com/default.aspx?scid=kb;en-us;323172>

- 4) Let your network or mail administrators know that a note will be sent to you via email, usually within 24 hours of registration, containing an HTML link to a page which will allow you to retrieve your certificate and containing other important information needed to retrieve your certificate. Some firewall or antivirus programs may interpret this link as a virus. If this is the case in your environment, please inform SDN support (cdcsdn@cdc.gov) right away so we can make arrangements to get you the information you will need to retrieve your certificate.
- 5) Make your tech support people aware that ANY changes to the browser, operating system, registry, network or domain following installation of the certificate, may affect how the certificate behaves and that they should alert you, if possible, before making such modifications. If your computers are about to be upgraded or replaced, it might be a good idea to wait until this has happened, if possible, before completing the application.
- 6) Finally, please be sure that the browser you normally use to access the Internet is also the DEFAULT browser on your system (that is, the browser that opens when you click a link in your email). Your technical support staff can assist you with this.
- 7) Knowing that even under the best of circumstances problems can still occur; it's STRONGLY advised that once you have installed your certificate you export a backup copy to a diskette which can be stored in a secure location. You should make your support staff aware of this as well as how to restore the certificate should it become corrupted or overwritten. For these instructions, send a note to cdcsdn@cdc.gov as soon as you've installed your certificate. As stated above, you will need the same sort of rights to export your certificate as you needed to install it. It is advisable you do this after you have confirmed you are able to access the SDN with your certificate.

IMPORTANT: Your technical or network support staff knows your local system better than anyone at SDN support will know it, and they need to be made aware of ANY changes you are making to your system. It is a good idea to speak to them before contacting SDN support or to have them on the line or otherwise in the loop when speaking to support, to resolve any conflicts which may occur between your system and the digital certificate. They are also better able to assist you with local issues, such as updating your browser or operating system or installing service packs or patches. If possible, please provide SDN support with the name of a technical or network support person who is responsible for your area, in case issues need to be resolved at your location before you can install or use a digital ID.

Introduction

This user enrollment guide provides an overview of the process of obtaining a digital certificate (Digital ID) through the CDC Secure Data Network (SDN). This guide is for enrollments using the two most common browsers, which are the only ones supported by SDN: Internet Explorer and Netscape.

Initial Enrollment - Access Enrollment Site

To begin the enrollment process, you must first access the SDN enrollment website.

The website can be reached by accessing the following uniform resource locator (URL):

<https://ca.cdc.gov>

Upon accessing the site, an initial enrollment password page will appear. To continue, you must enter the general registration password provided by your program administrator. Please note that the password cannot be provided in this document for security purposes, nor can it be provided by CDC SDN Support. After entering the registration password, click on the *Accept* button to continue.

Enter Enrollment Password



Please enter the password for CDC's Digital ID Services and click *Accept*.

Password:

Accept

Review Requirements and Accept Subscriber Agreement

You will be presented with a general information page providing an overview of digital certificates and system requirements that should be reviewed thoroughly before continuing. Additionally, the VeriSign Subscriber Agreement referenced from this page must be reviewed prior to application for a digital certificate.

The issuance and use of a digital certificate from VeriSign is governed by the VeriSign Certification Practice Statement (CPS) and Digital ID Subscriber Agreement. For more information regarding the CPS or Agreement, please visit the VeriSign website at www.verisign.com/repository.

After reviewing the enrollment information, indicate your acceptance of the terms of the agreement and proceed to the first enrollment step by clicking the *Enroll* button.

Enter Personal Information

To enroll for a digital certificate, your browser version must be Internet Explorer 5.x, Netscape 6.x, or greater.

Below the information area is a form that must be completed to continue the enrollment process. The form is used to create your digital certificate and should be completed with as much information as possible (all required fields are denoted by a red asterisk). This information will be used by your program administrator and CDC to verify your identity.

Step 1: Enter Personal Information

Items with (*) are required.

Prefix	<input type="text"/>	Preferred Name	<input type="text"/>
* First Name	<input type="text"/>	Middle Name	<input type="text"/>
* Last Name	<input type="text"/>	Degree	<input type="text"/>
* Email Address	<input type="text"/>	CDC User ID (where applicable)	<input type="text"/>
* Employer	<input type="text"/>	Program or Division	<input type="text"/>
* Employer Type	<input type="text" value="Other"/>		
* Job Type	<input type="text" value="Other"/>		
* Phone	<input type="text"/>	Fax	<input type="text"/>
Work Address (130 characters maximum)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
* City	<input type="text"/>	* U.S. State (required for US)	<input type="text" value="Pick a State"/>
* Country	<input type="text" value="United States"/>	U.S. County	<input type="text" value="Pick a County"/>
* Zip Code	<input type="text"/>		
* Alternate Contact :			
* Name	<input type="text"/>	* Phone	<input type="text"/>

Next

After completing the personal information form, click the *Next* button to continue. A confirmation dialog will appear to verify the e-mail address provided on the personal information form.



It is important that the e-mail address you provide is accurate and used in conjunction with the performance of your duties (i.e., not a personal account). The information required to complete the installation of your digital certificate will be sent to the address provided.

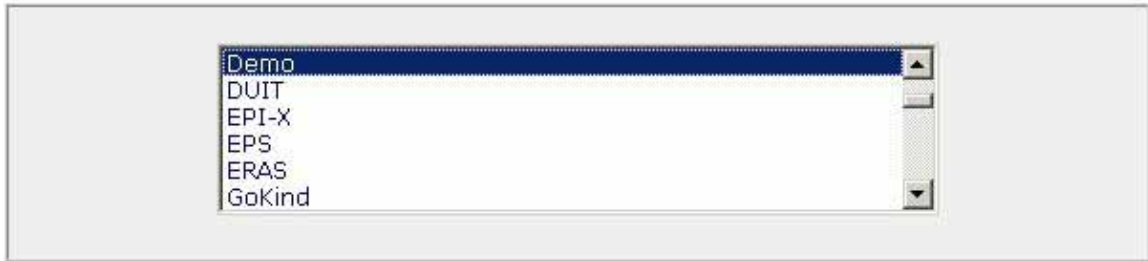
After confirming your e-mail address is correct, click the *OK* button to continue. If your e-mail address is incorrect, click the *Cancel* button to return to the personal information form.

Select Program

The program selection list box allows you to choose the program for which you are requesting access. To select the program, simply highlight the appropriate entry in the list box.

Step 2: Select A Program

Select the program whose activities you want to join.



During initial enrollment, you may only select one program from the available list. If you require access to more than one program, first select the program identified by the program administrator who extended the enrollment invitation. After your digital certificate has been issued and you access SDN, there will be an opportunity to request additional programs and activities (i.e., it is not necessary to apply for more than one digital certificate).

Select Activities

To identify the program-specific activities to which you desire access, select one or more entries from the list. In the example below, the available activities for the Demo program are presented.

Step 3: Select Activities

Select one or more activities for Demo from the list.



Next

To select more than one activity from the list, hold down the Ctrl key while clicking the appropriate entries. To select all items in the list (or a range of items) simultaneously, hold down the Shift key while clicking the appropriate beginning and ending entries.

After you have made your activity selection(s), click the *Next* button to continue.

Choose Challenge Phrase

To ensure the security of your access to SDN, a challenge phrase must be created. This challenge phrase is used in conjunction with your Digital ID to authenticate you as a user of SDN.

A general overview of the challenge phrase, which is required for use and management of your digital certificate, is provided. You must select a challenge phrase based on the guidelines presented and enter it twice (once in the **Challenge Phrase** field and once in the **Confirm** field). After your challenge phrase has been entered in both fields,

click the *Next* button to continue.

Step 4: Choose a Challenge Phrase

The challenge phrase is a password or phrase that you will need to provide every time you access the CDC Secure Data Network, and is also required to revoke your Digital ID.

For security reasons, a challenge phrase must:

- Be at least 8 characters long.
- Contain only English letters, numbers or any of these characters:

- + : ' .
- Contain at least one non-alphabetic character.
- Not contain your name or any part of your email address.
- Not be a word, unless the word is either
 - Broken up by one or more non-alphabetic characters
 - Prefixed or suffixed by three or more non-alphabetic characters
- Not contain more than two consecutive repeating characters.
- Contain at least 4 unique characters.

Challenge phrases are case sensitive, so be sure to remember if any letters are capitalized. While not required, a challenge phrase containing mixed case letters is more secure, and we invite you to consider using one.

More Information and Examples.

Challenge Phrase	<input type="text"/>
Confirm	<input type="text"/>

[Next](#)

Check E-mail

When the request for a digital certificate has been received by SDN, a notification to check your e-mail account (the one provided during enrollment) will appear.

Digital Certificate Request Received

Your request for a digital certificate has been received.

You will receive an e-mail when your request is approved, which includes instructions for installing your digital certificate.

When your digital certificate request (including program activities) has been approved, an e-mail will be sent to your account with instructions to access a specific URL for obtaining your digital certificate.

From: CDC SDN Support [cdcsdn@cdc.gov]
Sent: Wednesday, March 26, 2003 3:58 PM
To: John Doe
Subject: SDN Enrollment Approved

The administrator has approved your SDN enrollment request. Go to the following URL to obtain your digital certificate:

<https://ca.cdc.gov/servlet/CertServlet?usertoken=387818:f42ece9805:-7ffd>

Certificate Issuance

Re-Access Enrollment Site

To re-access the SDN enrollment site and begin the process of obtaining your digital certificate, use the URL provided to you in your e-mail notification by clicking on the hyperlink or copying and pasting the URL into your browser.

The URL provided in your e-mail notification is unique and must be entered exactly as provided if entered manually into your browser address field.

Upon re-access of the enrollment site, you will be prompted to enter the challenge phrase you created during the initial enrollment process. After you have entered your challenge phrase, click the *Login* button to continue.

Enter Your Challenge Phrase

Enter your challenge phrase and click the Login. The challenge phrase is a password or phrase that you created during your enrollment.

Challenge Phrase:

Confirm Personal Information

Upon successful re-authentication, the personal information you entered during the initial enrollment will be presented.

Confirm Personal Information

Please review your information. If it is correct, click **Confirm** and wait for instructions to install your digital certificate.

If you need to make changes click **Update**.

Prefix :	Preferred Name :
First Name : Jack	Middle Name :
Last Name : Doe	Degree :
Email Address : xxx@cdc.gov	CDC User ID : (where applicable)
Employer : Test	Program or Division :
Employer Type : Other	
Job Type : Other	
Phone : 123-456-7890	Fax :
Work Address : (130 characters maximum)	U.S. State : Georgia (required for US)
City : Atlanta	U.S. County :
Country : United States	Zip Code : 30333
Alternate Contact :	
Name : John Doe	Phone : 123-456-7890

Confirm

Update

If the information entered during initial enrollment is incorrect, click the *Update* button, otherwise click the *Confirm* button to continue.

It is important that all information entered is correct before the digital certificate is issued, as it will be permanently associated with the digital certificate itself and can thereafter be only changed within SDN and will not be reflected by the certificate.

Update Personal Information

If you choose to update your personal information, a form with the information entered during initial enrollment will be presented.

Personal Information - Update

Items with (*) are required.

Prefix	<input type="text"/>	Preferred Name	<input type="text"/>
* First Name	<input type="text" value="Jack"/>	Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Doe"/>	Degree	<input type="text"/>
* Email Address	<input type="text" value="xxx@cdc.gov"/>	CDC User ID (where applicable)	<input type="text"/>
* Employer	<input type="text" value="Test"/>	Program or Division	<input type="text"/>
* Employer Type	<input type="text" value="Other"/>		
* Job Type	<input type="text" value="Other"/>		
* Phone	<input type="text" value="123-456-7890"/>	Fax	<input type="text"/>
Work Address (130 characters maximum)	<input type="text"/>	* U.S. State (required for US)	<input type="text" value="Georgia"/>
		U.S. County	<input type="text" value="Pick a County"/>
* City	<input type="text" value="Atlanta"/>	* Zip Code	<input type="text" value="30333"/>
* Country	<input type="text" value="United States"/>		
* Alternate Contact :			
* Name	<input type="text" value="John Doe"/>	* Phone	<input type="text" value="123-456-7890"/>

Submit

To add, modify, or remove information, simply edit the appropriate field on the form.

As with initial enrollment, certain fields on the form are required and denoted with a red asterisk. Although the data in these fields may be modified, they cannot be left blank.

Once the information on the form has been updated, click the *Submit* button to continue.

If any data in one of the required fields is modified, the enrollment information must be reviewed and re-approved by the program administrator. If a required field has been updated, a confirmation dialog will appear.

Personal Information Changes Received

SDN has received the changes to your personal information for the digital certificate.

When your changes are approved, you will receive an e-mail, which includes instructions for installing your digital certificate.

Install Digital Certificate

After confirmation of the enrollment information, your browser will be automatically directed to begin creation of the digital certificate based on the type of browser being used. For Internet Explorer users, certificate generation and installation will be done automatically. For Netscape users, certificate generation will be done automatically, and instructions for the installation of the certificate will be provided.

For Netscape users, the installation instructions must be followed as specified due to the fact that the certificate cannot be installed into the browser automatically.

If the generation or installation of the certificate fails, and you are unable to obtain your digital certificate using your current enrollment request, contact SDN Support or your program administrator for assistance.

Accessing SDN

When the digital certificate has been successfully installed, the SDN website can be accessed by going to the following URL:


<https://sdn.cdc.gov>

Depending upon the security settings of the browser, a prompt may appear.

Verify the correct digital certificate is being used and click the OK button to continue. If a password is required for use of the digital certificate, additional prompts may appear.

The password assigned to the digital certificate (not the SDN challenge phrase, unless the same password was used) must be entered.

After selection and/or presentation of the digital certificate, the SDN challenge phrase page will be presented.



Enter Challenge Phrase

Please enter your challenge phrase:

Submit

Forgot your challenge phrase? Click [here](#)

The challenge phrase entered when enrolling as an SDN user must be provided. After entering the challenge phrase, click the *OK* button to continue.

If the challenge phrase has been lost or forgotten, it is possible to establish a new one by clicking the link provided and entering a replacement. If a new challenge phrase is requested, all activities will be disabled and must be re-approved by the appropriate program administrator.

Once the challenge phrase has been verified, the main SDN page will be displayed providing a list of all available activities.

Appendix E - VACMAN SDN Exchange Instructions

Before you begin

Important! Before you begin, you must have a **digital certificate** as described below!

Digital Certificates

If you do not already have a digital certificate for exchanging data with CDC, check with your program manager, CDC SDN Support, or VACMAN Support for assistance.

Access to SDN

Your program manager should identify three people at your program with authorized access to VACMAN SDN. Those three people should then request digital certificates with access to your program's "Vaccine Management" activity on CDC's Secure Data Network.

Refer to **Appendix D - SDN Enrollment** for more information.

For additional information regarding how to apply to use the CDC Secure Data Network and how to apply for and install your digital certificate, contact SDN Technical Support at 404-498-2110 in Atlanta area, or 800-532-9929 toll-free.

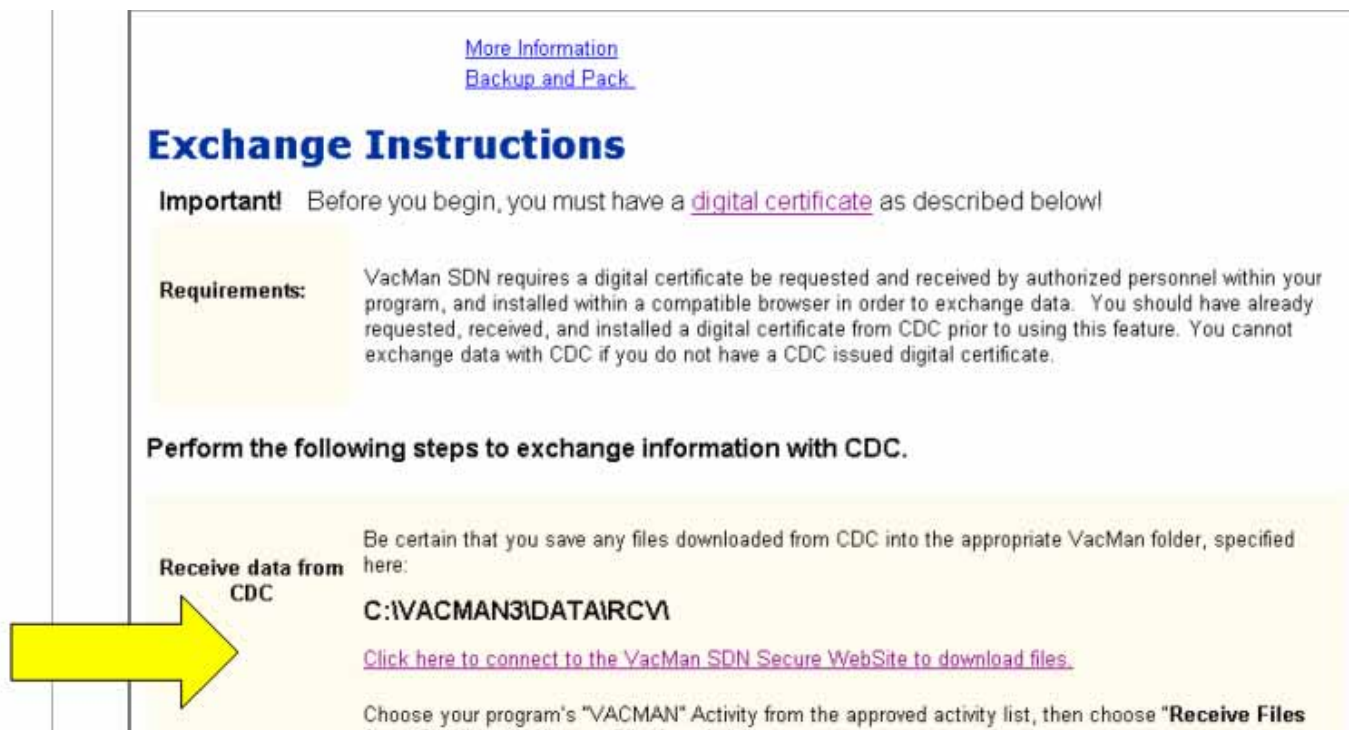
Exchange Procedure

Perform the following steps to exchange data with CDC:

- Select the **Utilities** tab.
- Select **CDC Exchange**.

Receive data from CDC

- Click on the **Receive data from CDC** link.



The screenshot shows the "Exchange Instructions" page. At the top, there are links for "More Information" and "Backup and Pack". Below the title, an "Important!" note states that a digital certificate is required. A "Requirements:" section explains that a digital certificate must be requested and received by authorized personnel. Below this, it says "Perform the following steps to exchange information with CDC." A yellow box contains the "Receive data from CDC" link, which is highlighted by a large yellow arrow. To the right of the link, it says "Be certain that you save any files downloaded from CDC into the appropriate VacMan folder, specified here:" followed by the path "C:\VACMAN3\DATA\RCV\". Below the path is a link "Click here to connect to the VacMan SDN Secure WebSite to download files." At the bottom, it says "Choose your program's 'VACMAN' Activity from the approved activity list, then choose 'Receive Files'".

[More Information](#)
[Backup and Pack](#)

Exchange Instructions

Important! Before you begin, you must have a [digital certificate](#) as described below!

Requirements: VacMan SDN requires a digital certificate be requested and received by authorized personnel within your program, and installed within a compatible browser in order to exchange data. You should have already requested, received, and installed a digital certificate from CDC prior to using this feature. You cannot exchange data with CDC if you do not have a CDC issued digital certificate.

Perform the following steps to exchange information with CDC.

Receive data from CDC Be certain that you save any files downloaded from CDC into the appropriate VacMan folder, specified here:
C:\VACMAN3\DATA\RCV
[Click here to connect to the VacMan SDN Secure WebSite to download files.](#)
Choose your program's "VACMAN" Activity from the approved activity list, then choose "Receive Files"

- Verify the correct digital certificate is being used and click the OK button to continue.
- A second prompt will appear. The password assigned to the digital certificate (not the SDN challenge phrase, unless the same password was used) must be entered. After entering the password, click the OK button to continue.

Note: The system can save and remember this password in the future if you check the remember password box.

- After prompting and/or authentication of the digital certificate, the SDN challenge phrase screen will be presented.

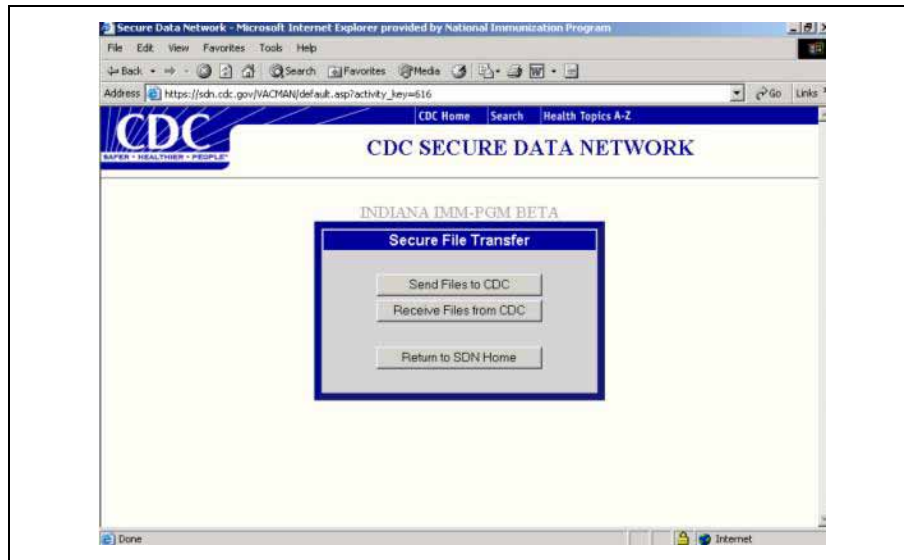
here'." data-bbox="171 265 878 436"/>

Note: If the challenge phrase has been lost or forgotten, it is possible to establish a new one by clicking the link provided and entering a replacement. If a new challenge phrase is requested, all activities will be **disabled** and must be re-approved by the appropriate program administrator.

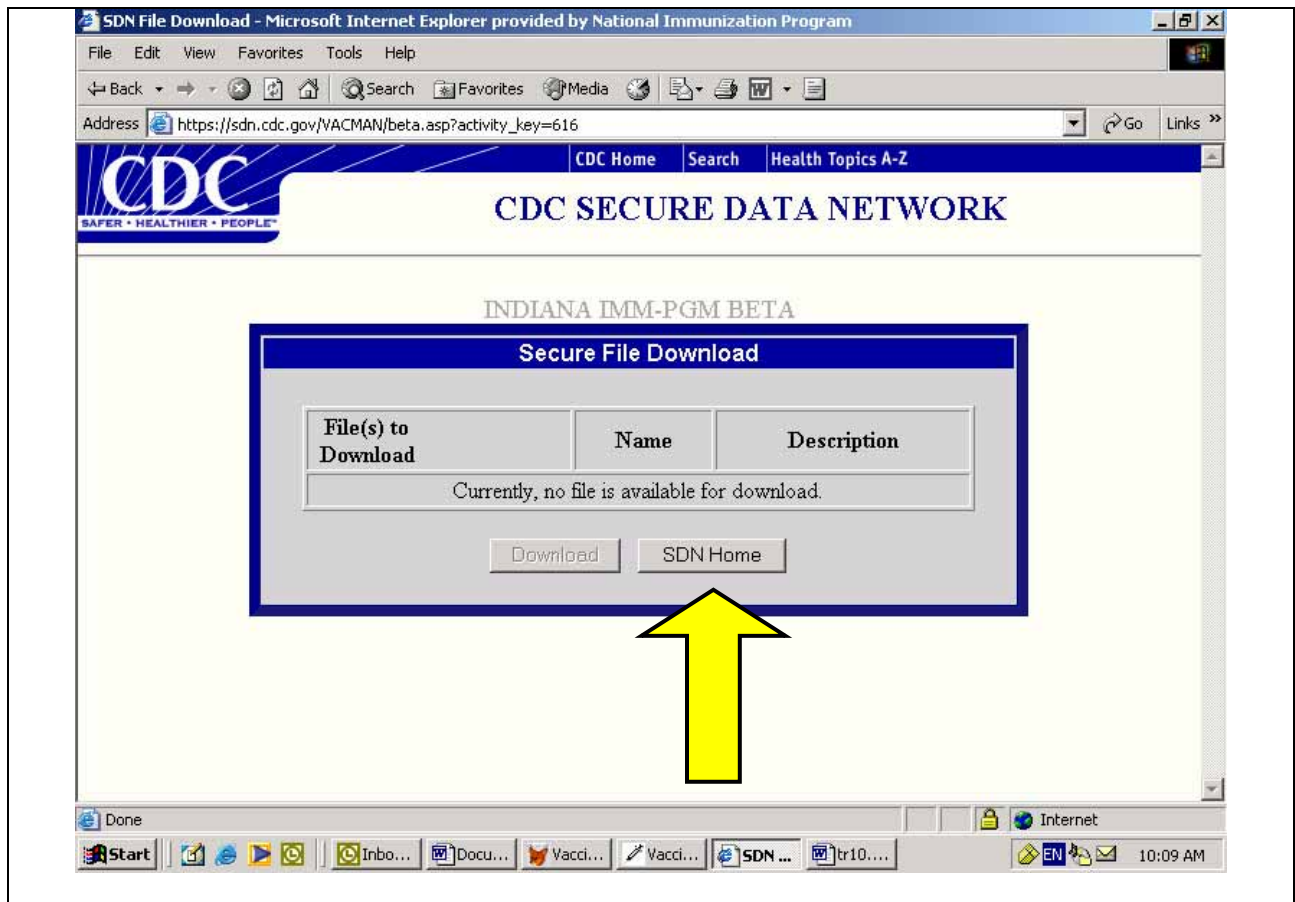
- Once the challenge phrase has been verified,
- Verify the correct digital certificate is being used and click the **OK** button to continue.
- **Result:** The main SDN page displays a list of **Available Activities**.
- Select your project's name.



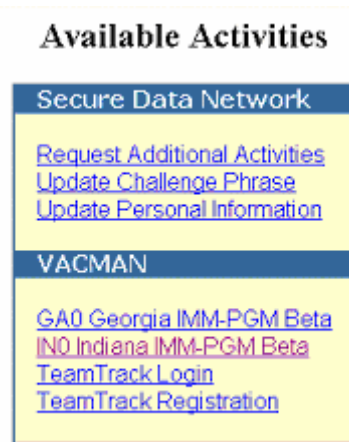
- Select **Receive Files from CDC**.



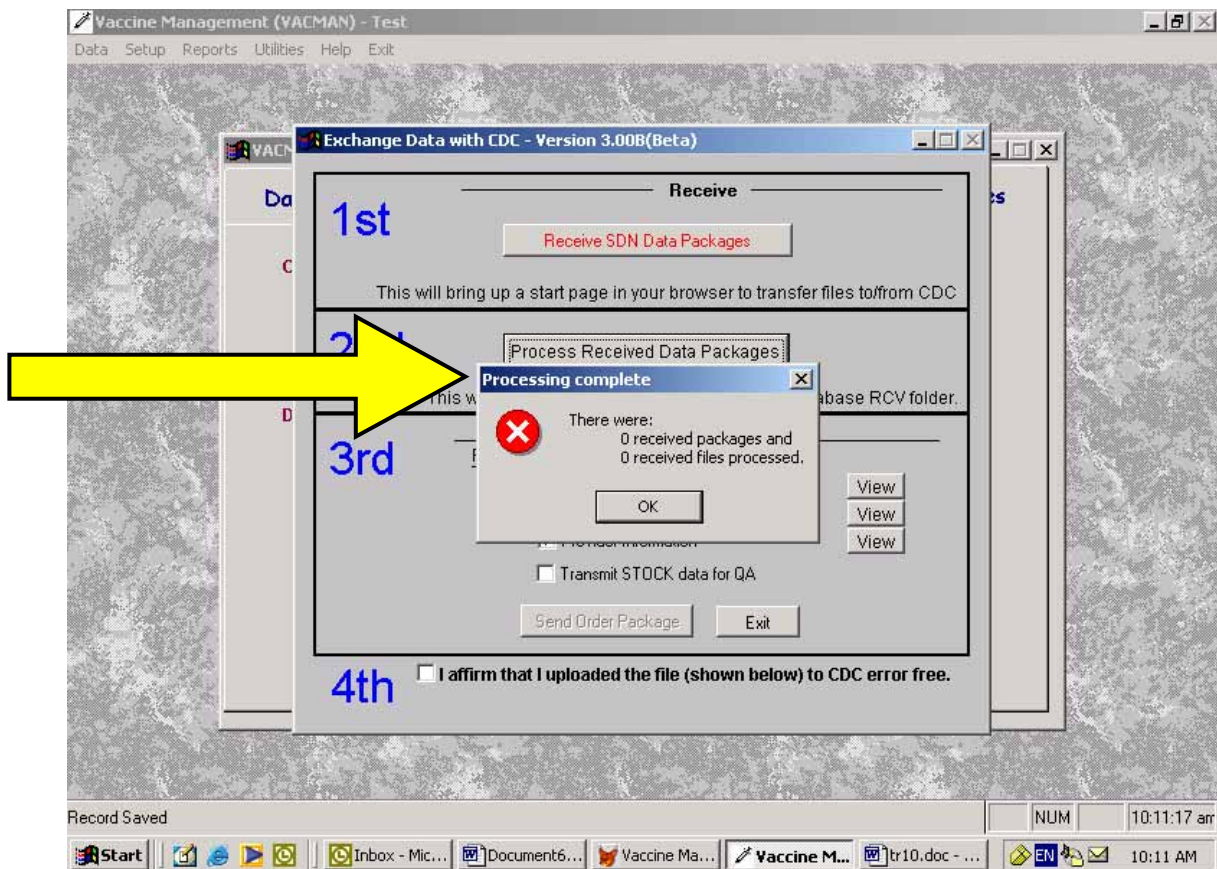
- **PLEASE WAIT** while the files are being retrieved from CDC.
- **Result:** Information about files that are currently available for download.
- Select the **SDN Home** button.



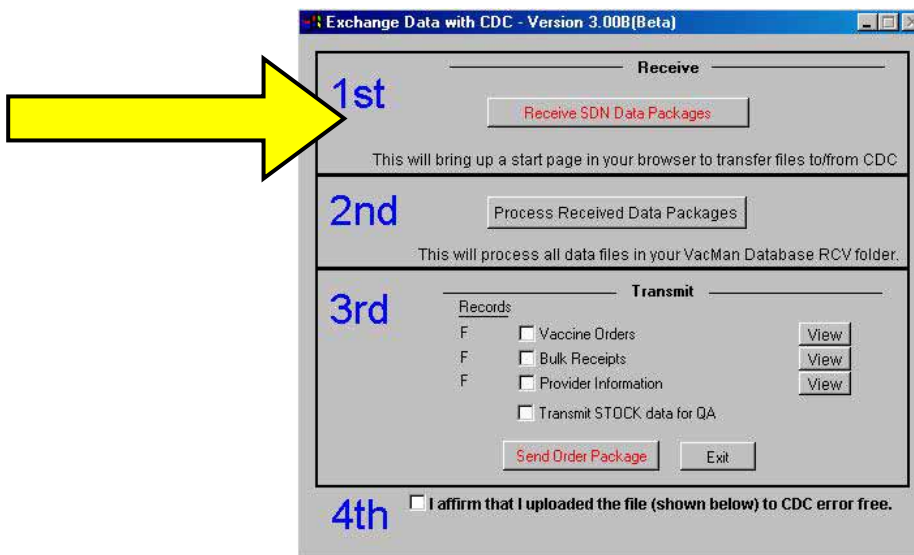
- **Result:** The main SDN page displays a list of **Available Activities**.
- Select you project's name from the Available Activities.



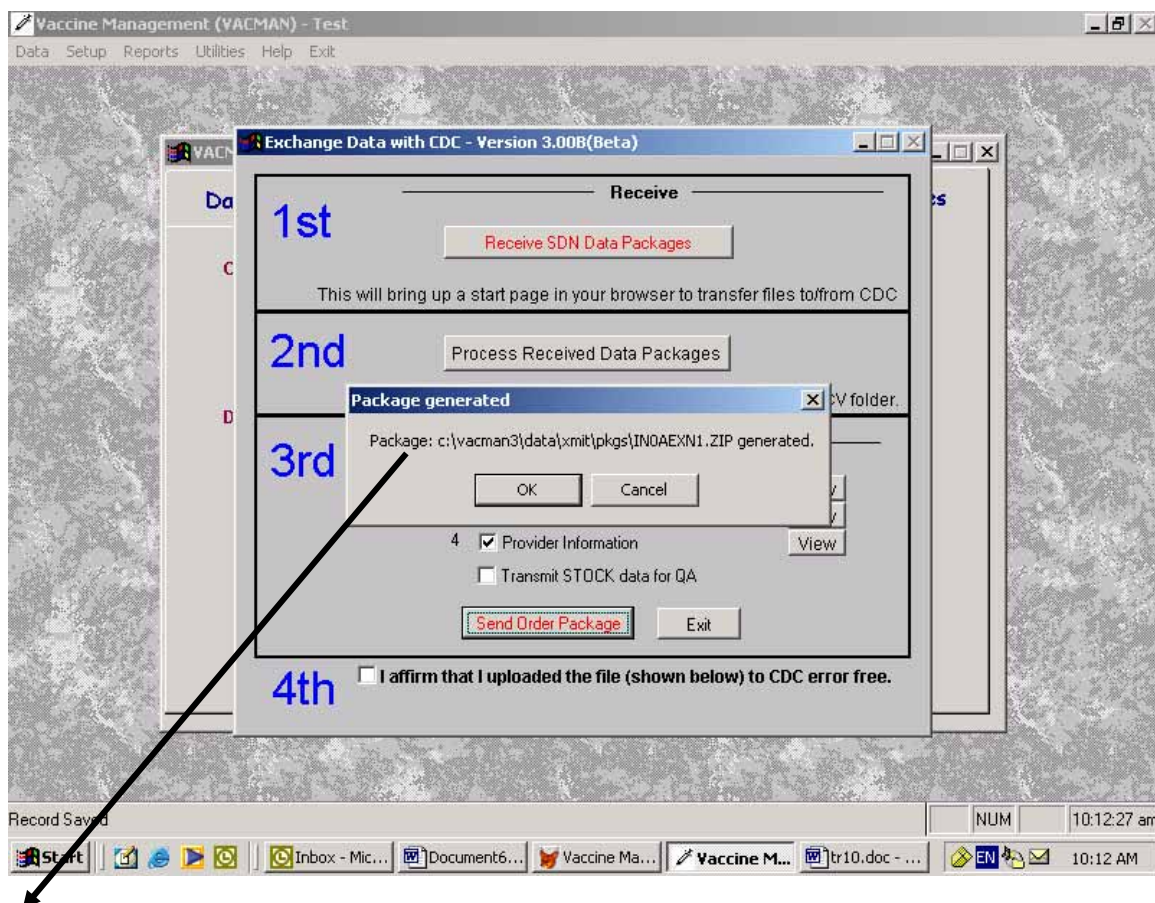
- **Result:** A **Processing complete** message is displayed.
- Click the **OK** button to continue.



- Select the **1st** Button: **Receive SDN Data Packages**.



- **Result:** A Package generated message is displayed with the file name.
- **Important!** Write down the exact file name listed. **You will need it later!**

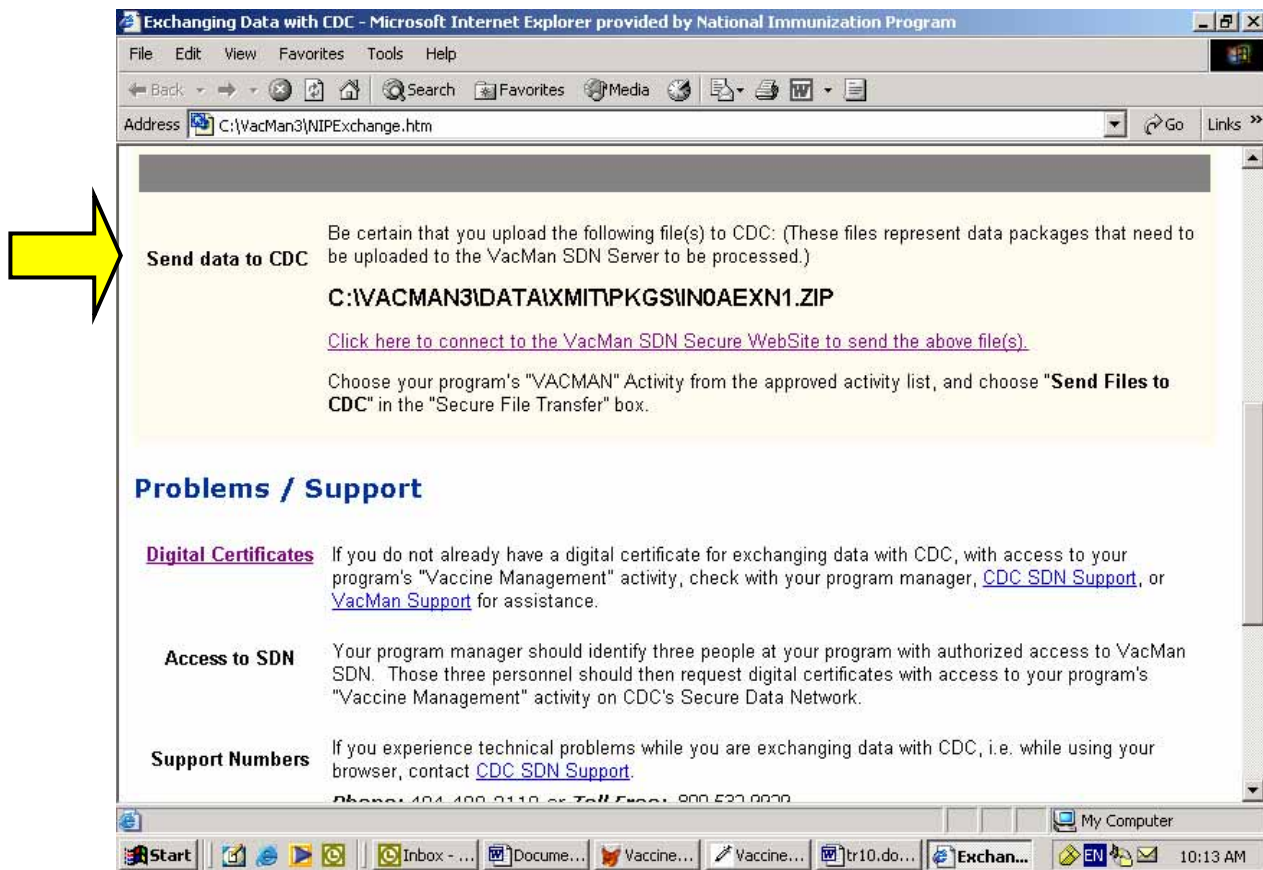


Note: The file name and directory in this example is: **c:\vacman3\data\xmit\pkgs\INDAEXN1.ZIP**

- After you have made a note of the file name and directory, select the **OK** button.

Send data to CDC

- Click on the **Send data to CDC** link.



- Verify the correct digital certificate is being used and click the **OK** button to continue.
- A second prompt will appear. The password assigned to the digital certificate (not the SDN challenge phrase, unless the same password was used) must be entered. After entering the password, click the **OK** button to continue.

Note: The system can save and remember this password in the future if you check ☒ the **Remember Password** box.

- After prompting and/or authentication of the digital certificate, the SDN challenge phrase screen will be presented.

CDC Secure Data Network

Enter Challenge Phrase

Please enter your challenge phrase:

OK

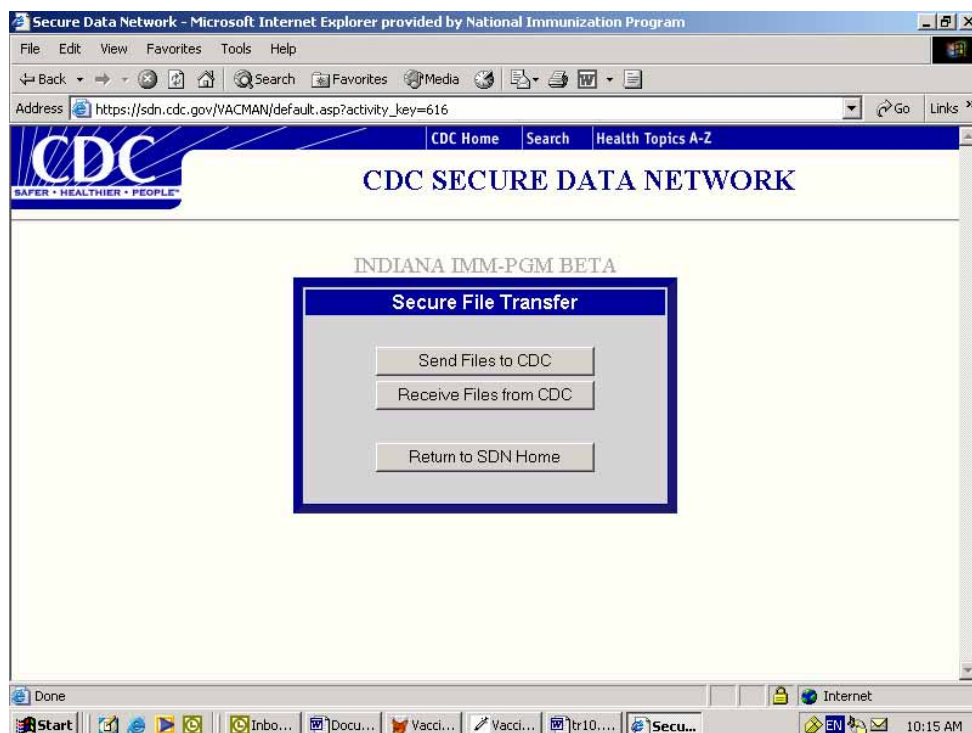
Forgot your challenge phrase? Click [here](#)

Note: If the challenge phrase has been lost or forgotten, it is possible to establish a new one by clicking the link provided and entering a replacement. If a new challenge phrase is requested, all activities will be **disabled** and must be re-approved by the appropriate program administrator.

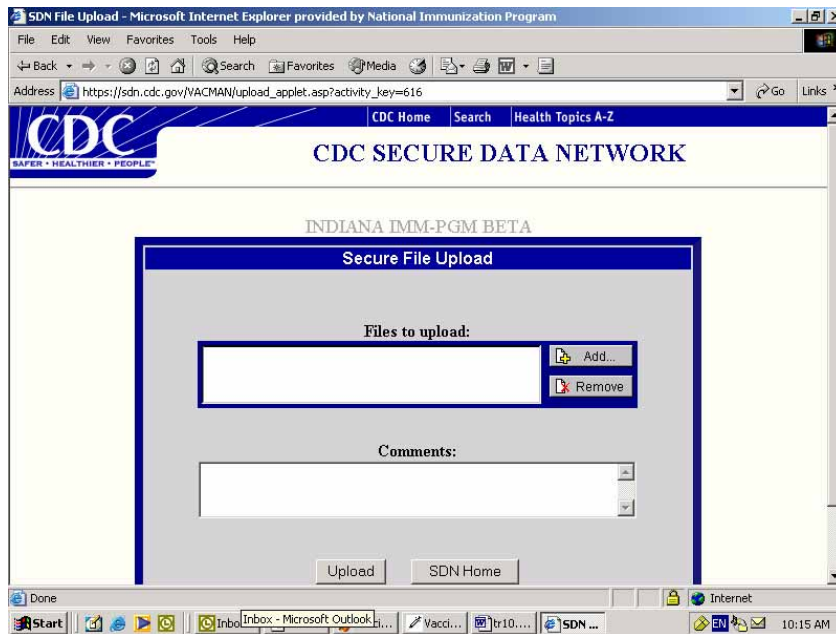
- Once the challenge phrase has been verified,
- Verify the correct digital certificate is being used and click the **OK** button to continue.
- **Result:** The main SDN page displays a list of **Available Activities**.
- Select you project's name from the Available Activities list...



- Select **Send Files to CDC**.



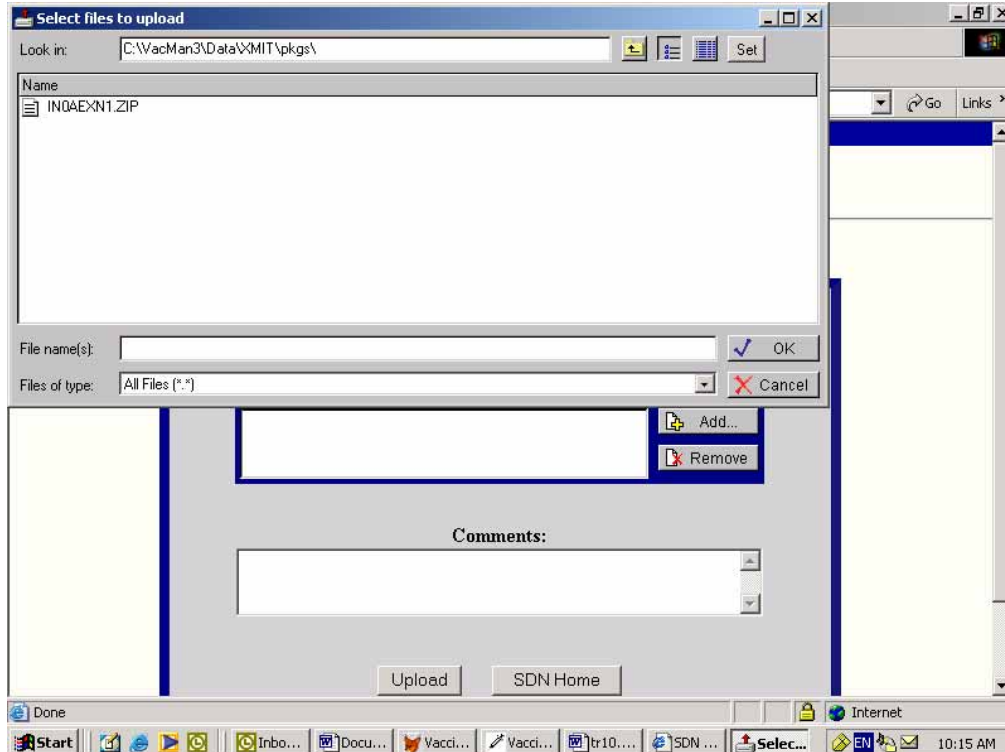
- **Result:** A **Files to upload** window displays, allowing you to add or remove files.



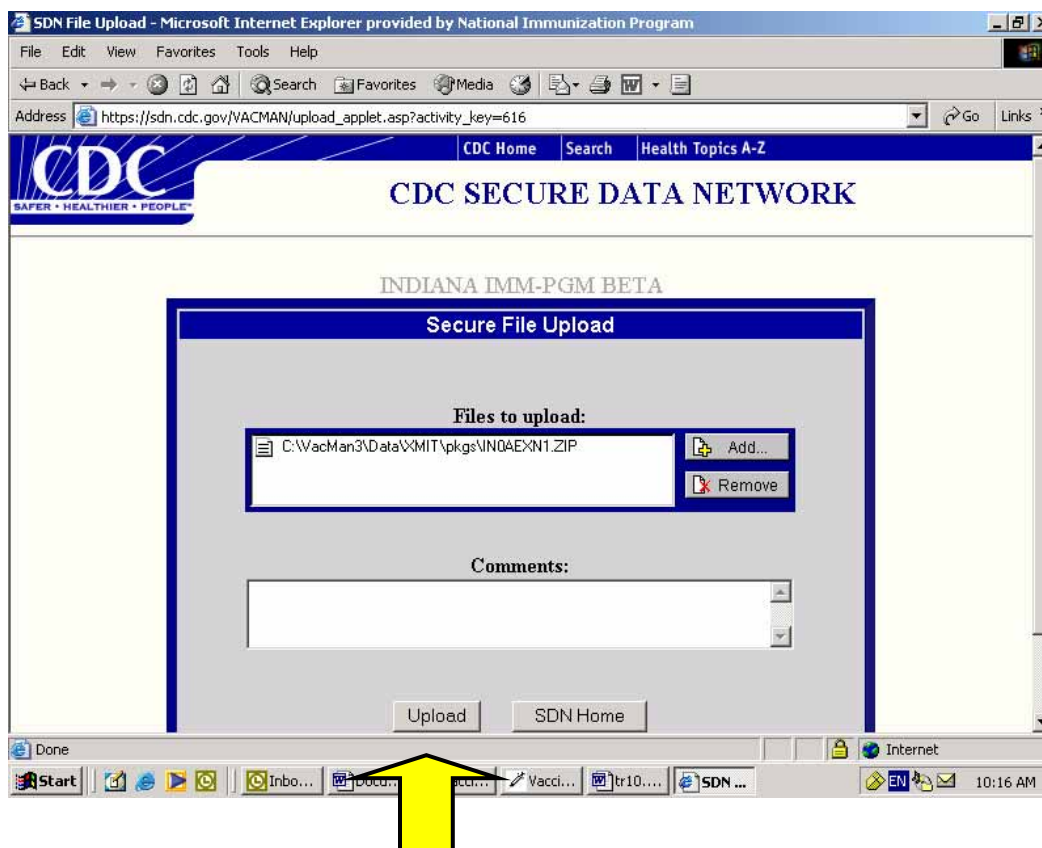
- Locate the directory where your files are located. Refer to your notes made earlier on the file and directory name.

Note: The file name and directory in this example is: **c:\vacman3\data\xmit\pkgs\INDAEXN1.ZIP**

- Select the file.

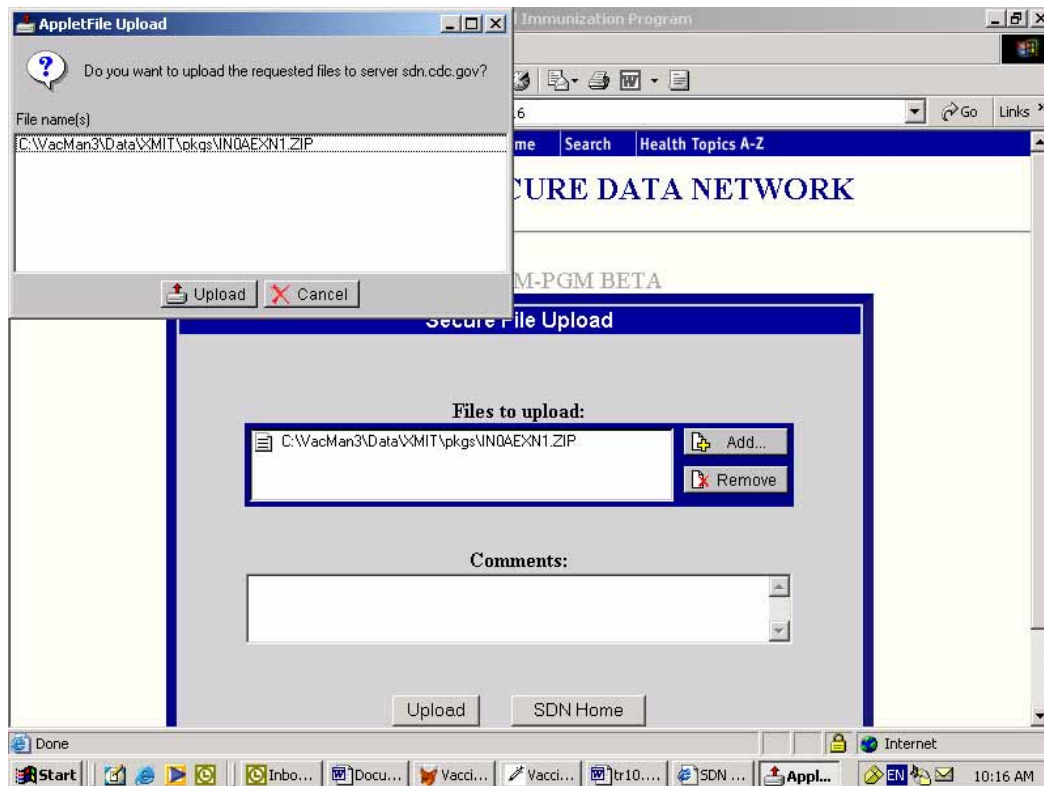


- **Result:** These files will be added to the Files to upload window.

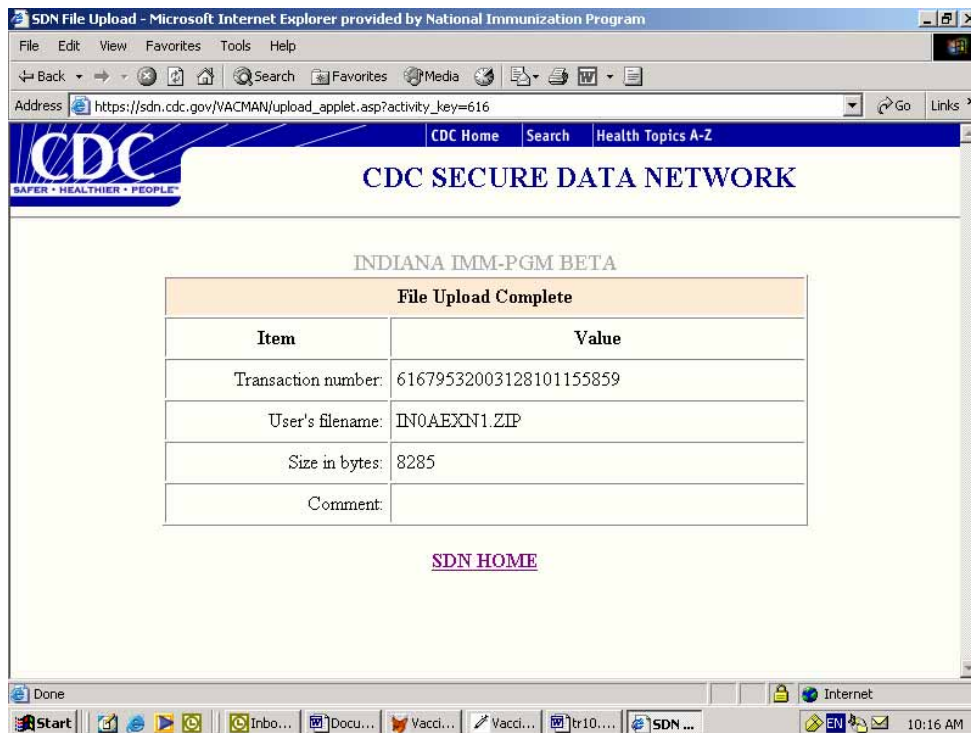


Result: These files are now displayed in the **Files to upload** window.

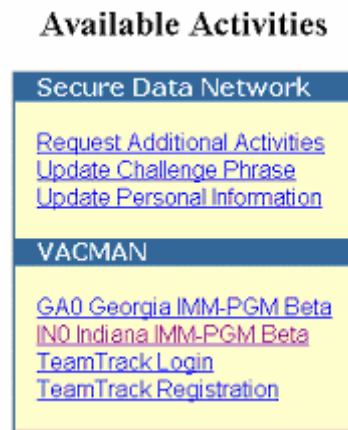
- If these are correct, select the **Upload** button.



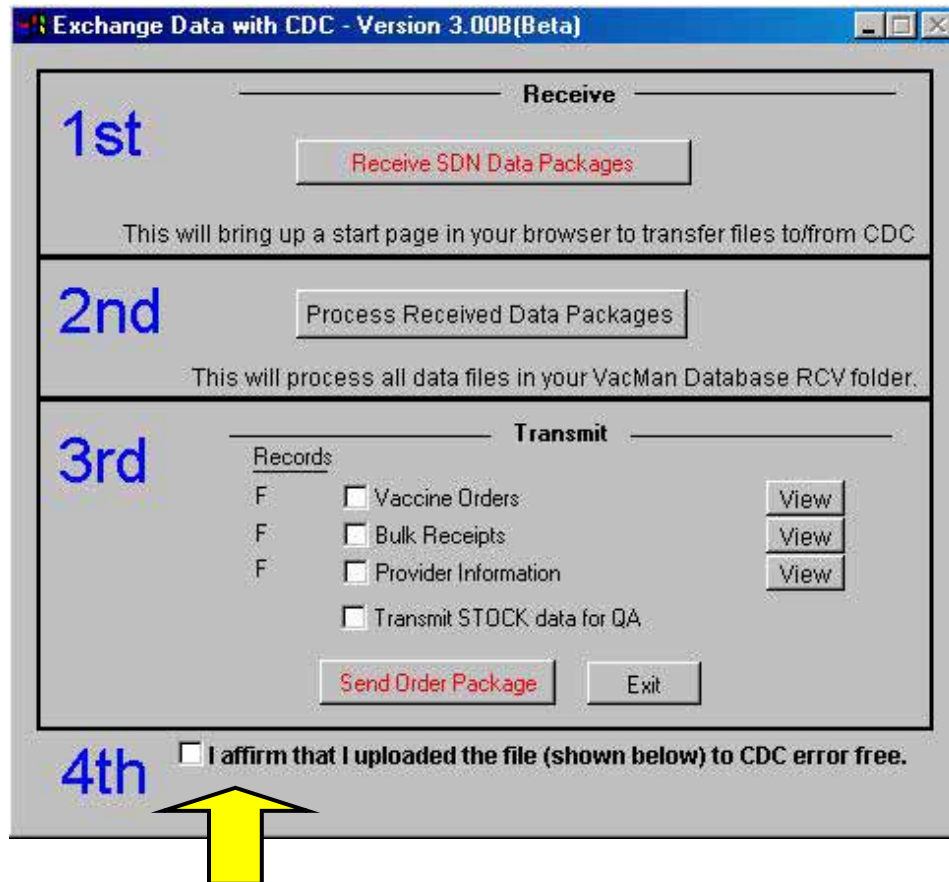
- **Result:** A File Upload Complete window displays.



- Select your project's name from the **Available Activities** list.



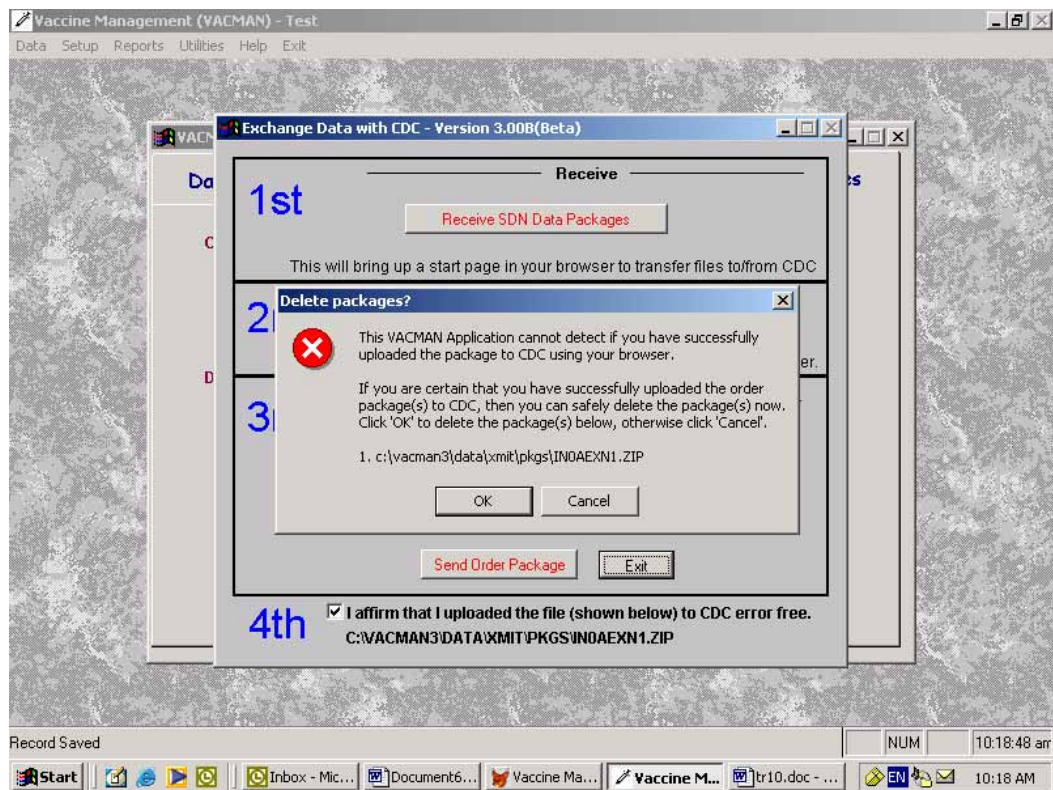
- Select the 4th Section: Affirm check box. ☒ "I affirm that I uploaded the file (shown below) to CDC error free".



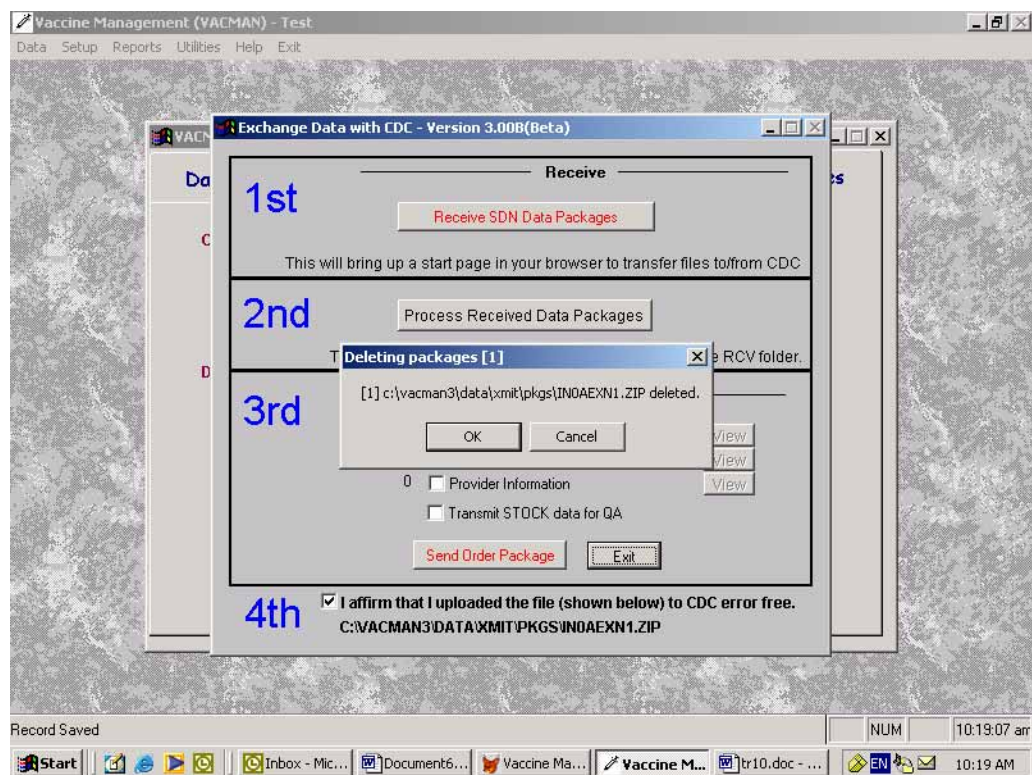
Result: A message box displays: **Delete Packages?**

- Select **OK** if you agree.

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- Select **OK** to continue.



- This completes the Exchange.

Backup and Pack Database Table(s)

Immediately after successfully processing data received from CDC, perform the following steps to Backup and/or Pack the Database:

Step	Action
1	On <i>VACMAN at a Glance</i> , click the Utilities tab.
2	Click Backup and/or Pack Database Table(s) .
3	The <i>Backup and Pack Databases</i> window opens. In the <i>Function</i> field, select Backup .
4	In the <i>Applies to:</i> field, select All databases to back up all of your files. (If you want to only back up specific files, select Choose database(s) and then select the files you want to back up in the field to the right. Hold down the Ctrl key to select multiple files.)
5	Click the Continue button.

Pack

A Pack deletes all records that are marked for deletion and then re-indexes the database tables.

Note: The Delete button marks records to be deleted, but they are not actually purged from VACMAN until you perform a Pack. All vaccine orders that are marked as deleted or transmitted to CDC will be purged from VACMAN whenever you pack the New Order Table.

How to perform a Pack:

Step	Action
1	On <i>VACMAN at a Glance</i> , click the Utilities tab.
2	Click Backup and/or Pack Database Table(s) .
3	The <i>Backup and Pack Databases</i> window opens. In the <i>Function</i> field, select Pack .
4	In the <i>Applies to:</i> field, select All databases to pack all of your files. (If you want to only pack specific files, select Choose database(s) and then select the files you want to pack in the field to the right. Hold down the Ctrl key to select multiple files.)
5	Click the Continue button.

Important Information about Backups

Perform frequent backups, at least one every day.

- Although you can send and receive data to and from CDC while other network users are using VACMAN, YOU MUST ENSURE ALL OTHER USERS HAVE COMPLETELY EXITED VACMAN and that YOU ARE THE ONLY USER currently using VACMAN prior to making BACKUPS of your VACMAN data. Network operating systems do not allow files that are already open by other users to be copied or backed up.
- It is your responsibility to make backups of your VACMAN databases on a regular basis, particularly after exchanging data with CDC. This is to ensure that updated order status data is not lost if you experience data corruption or system problems that require restoring data from a backup.

Important Procedures in the event of data corruption

- If you have recently experienced data **corruption** problems or have recently restored data from a previous backup (older data), then you can help avoid problems with rejected orders if you ensure that you download and process recent data from CDC PRIOR TO SENDING ANY VACCINE ORDERS TO CDC.
- VACMAN will use current information received from CDC to maintain "synchronized" records, and in some cases MAY restore RECENT data that may have been lost. It will **NOT**, however, restore data that was lost AFTER you received it from CDC.

File Locations

The *File Locations* window displays information and locations of VACMAN files. This information is used by technical support for VACMAN maintenance. The information on this window includes:

- The version of VACMAN
- The user who is currently logged onto VACMAN
- The file location of the VACMAN database files (this can be on a local machine or a LAN drive)
- The location of the VACMAN application files
- The amount of physical memory used by VACMAN
- The location of the VACMAN startup configuration file
- The location of temporary file space
- The location of the FoxPro start up directory
- The location of the current VACMAN directory
- The location of the FoxPro resource file

Appendix F – Table Definitions

ACTREF – Action Code Reference

This database contains information about the ACTION field in DISTRIB.DBF. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Action	Numeric	2	0	Action code. Used in the ACTION field in DISTRIB.DBF to identify the type of transaction. Codes are: 1 – vaccine sent from the Project to a provider 2 – provider returned usable vaccine to the depot 3 – vaccine spoiled for a reason other than improper storage upon receipt of vaccine or refrigerator failure 4 – vaccine expired before it was completely used by the provider 5 – vaccine was lost or damaged during shipment to the provider 6 – vaccine was improperly stored upon receipt and spoiled 7 – refrigerator failed and the vaccine spoiled 8 – provider transferred usable vaccine to another provider 9 – vaccine order transmitted to vaccine distribution center 11 – vaccine was lost or cannot be accounted for in the provider inventory 12 – vaccine was not usable for some reason other than spoiled, expired, or lost/damaged
Status	Character	50	0	Description of the code set up in the ACTION field

ALLVAC – Inventory Cross Reference

This table provides a look up reference for the inventory adjustment screen. It provides the cpt_code value to the CPT Code portion of the screen.

Field Name	Type	Length	Dec.	Description
Full_cvx_n	Character	90	0	Description of the vaccine
Cvx_id	Character	8	0	Unique identifier
Mvx_id	Character	50	0	3 letter manufacturer id code
Vaccine_ma	Character	150	0	Manufacturer name
Brand_name	Character	90	0	Vaccine brand name
Cpt_code_d	Character	150	0	Usage information for the vaccine
Cpt_code	Character	50	0	CPT code – CDC assigned
Info_source	Character	50	0	Source of vaccine information
Date_of_inf	Character	50	0	Information source date
Vaccine	Character	8	0	Corresponds to vaccine name in other tables
Descrip	Character	50	0	Additional descriptive information

AREACODE – Area Code Reference

The purpose of this table is used to define changes to area codes.

Field Name	Type	Length	Dec.	Description
Oldarea	Character	3	0	Old area code

Newarea	Character	3	0	New area code
Prefix	Character	3	0	3 character prefix number

CAT1 – User Defined Category 1

New database for Visual Vacman 3.0. This database contains values assigned by the Project for Category 1, one of five user-defined categories that may be used by the Project for categorizing providers. The values in this database are assigned using the Cat1 data entry form under Setup. These values appear in the drop down list for Category 1 on the provider data entry form, and on the reports criteria selection screen. Category 1 is assigned its own label value, which is stored in Ownref.Cat1Name.

Field Name	Type	Length	Dec.	Description
Cat1	Character	10	0	User-defined value for this record.
Cat1name	Character	35	0	User-defined full name (description) for this value.

CAT2 - User Defined Category 2

New database for Visual Vacman 3.0. This database contains values assigned by the Project for Category 2, one of five user-defined categories that may be used by the Project for categorizing providers. The values in this database are assigned using the Cat2 data entry form under Setup. These values appear in the drop down list for Category 2 on the provider data entry form, and on the reports criteria selection screen. Category 2 is assigned its own label value, which is stored in Ownref.Cat2Name.

Field Name	Type	Length	Dec.	Description
Cat2	Character	10	0	User-defined value for this record.
Cat2name	Character	35	0	User-defined full name (description) for this value.

CAT3 – User Defined Category 3

New database for Visual Vacman 3.0. This database contains values assigned by the Project for Category 3, one of five user-defined categories that may be used by the Project for categorizing providers. The values in this database are assigned using the Cat3 data entry form under Setup. These values appear in the drop down list for Category 3 on the provider data entry form, and on the reports criteria selection screen. Category 3 is assigned its own label value, which is stored in Ownref.Cat3Name.

Field Name	Type	Length	Dec.	Description
Cat3	Character	10	0	User-defined value for this record.
Cat3name	Character	35	0	User-defined full name (description) for this value.

CAT4 – User Defined Category 4

New database for Visual Vacman 3.0. This database contains values assigned by the Project for Category 4, one of five user-defined categories that may be used by the Project for categorizing providers. The values in this database are assigned using the Cat4 data entry form under Setup. These values appear in the drop down list for Category 4 on the provider data entry form, and on the reports criteria selection screen. Category 4 is assigned its own label value, which is stored in Ownref.Cat4Name.

Field Name	Type	Length	Dec.	Description
Cat4	Character	10	0	User-defined value for this record.
Cat4name	Character	35	0	User-defined full name (description) for this value.

CAT5 – User Defined Category 5

New database for Visual Vacman 3.0. This database contains values assigned by the Project for Category 5, one of five user-defined categories that may be used by the Project for categorizing providers. The values in this database are assigned using the Cat5 data entry form under Setup. These values appear in the drop down list for Category 5 on the provider data entry form, and on the reports criteria selection screen. Category 5 is assigned its own label value, which is stored in Ownref.Cat5Name.

Field Name	Type	Length	Dec.	Description
Cat5	Character	10	0	User-defined value for this record.
Cat5name	Character	35	0	User-defined full name (description) for this value.

COUNTY – County Name Reference

New database for Visual Vacman 3.0. This database contains values for County names. These values are assigned by the Project based on the counties in the Project area (for most projects, this would be all of the counties in a state). The values in this database are assigned using the County data entry form under Setup. These values appear in the drop down list for County on the provider data entry form, and on the reports criteria selection screen.

Field Name	Type	Length	Dec.	Description
County	Character	15	0	County name.

DISTHIST – History of Distributions

This database is maintained by the import and export utilities to record distributions from project depots and returns back to project depots from providers. Data is added to the table when the export – move option is selected for distribution from project depot data. If the exported data is re-imported from archival data, the records are removed from the table and the matching lots in the lots table are adjusted. A new record is then re-entered into the distrib table.

Field Name	Type	Length	Dec.	Description
Input	Date	8	0	Input date – from original distrib record
Xmitdate	Date	8	0	Transmit date – from the original distrib record
Dateout	Date	8	0	Date depends on the code in the ACTION field. Dates are: 1 - date shipment is actually shipped to the provider 2 - date vaccine is returned Note: Other action codes found in distrib are not recorded to the disthist table
PIN	Character	6	0	Provider identification number – from the distrib table
FromPIN	Character	6	0	Definition of this PIN depends on the code in the ACTION field. Definitions are: 1 – sending Project/Depot PIN for distribution of inventory 2 – Project/Depot PIN to which the provider is reporting Note: Other action codes found in distrib are not recorded to the disthist table
Action	Numeric	2	0	Action code (see the ACTION field in ACTREF.DBF) to identify the type of transaction. Codes are: 1 - vaccine sent from the Project to a provider 2 – usable vaccine returned by the provider Note: Other action codes found in distrib are not recorded to the disthist table
Lot	Character	15	0	Manufacturer's lot number
Ordsize	Numeric	2	0	Not used
Vaccine	Character	8	0	Name of vaccine from the distrib table.
Units	Numeric	8	0	Number of vials
Doses	Numeric	8	0	Number of doses
Fdose1	Numeric	8	0	Prior to version 3.0: Number of doses assigned to VFC funds
Fdose2	Numeric	8	0	Prior to version 3.0: Number of doses assigned to G317 funds
Fdose3	Numeric	8	0	Prior to version 3.0: Number of doses assigned to state/other funds
Seekid	Numeric	9	0	Unique id assigned to a distrib record when the action code is 1. Value is imported from distrib table
Cdcpo	Numeric	10	0	Not used

Status	Character	2	0	Imported from the distrib table. For action code 1 'Re' means the material was received
Shipdate	Date	8	0	Not used
Orddose	Numeric	8	0	Not used

DISTOVER – Vaccine Quantity Overrides

This database contains information about vaccine overrides. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Input	Date	8	0	Date the override record is entered in the database. This can be earlier or later than the date of shipment.
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
Action	Numeric	2	0	Action code. Used in DISTRIB.DBF to identify the type of transaction. Codes are: 1 – vaccine sent from the Project to a provider 9 – vaccine order transmitted to vaccine distribution center
Vaccine	Character	8	0	Short name for vaccine type. This name must be in the VACCINE field in STOCK.DBF.
Doses	Numeric	8	0	Number of doses
Elig_kids	Numeric	6	0	Number of children eligible for vaccine. This field is assigned information from the PROVIDER.DBF record for the associated PIN.
Reason	Character	50	0	Description for the override action

DISTRIB – Vaccine Distributions List

This database contains information about vaccine distributions to providers, vaccine returned by providers, and vaccine reported as wasted by providers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data into VACMAN or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
Input	Date	8	0	Date the record is entered into the database. This can be earlier or later than the date of shipment.
Xmitdate	Date	8	0	Future use
Dateout	Date	8	0	Date depends on the code in the ACTION field in ACTREF.DBF. Dates are: 1 - date shipment is actually shipped to the provider 2 - date vaccine is returned 3 thru 7, 11, 12 - date vaccine is reported spoiled, expired, or lost/damaged 8 - date vaccine is transferred 9 - date vaccine order is transmitted
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
FromPIN	Character	6	0	Definition of this PIN depends on the code in the ACTION field in ACTREF.DBF. Definitions are: 1 – sending Project/Depot PIN for distribution of inventory

				2 thru 7, 11, 12 – Project/Depot PIN to which the provider is reporting 8 – provider PIN transferring the vaccine 9 – PIN of a vaccine distribution center
Action	Numeric	2	0	Action code (see the ACTION field in ACTREF.DBF) to identify the type of transaction. Codes are: 1 - vaccine sent from the Project to a provider 2 – usable vaccine returned by the provider 3 – vaccine spoiled for a reason other than improper storage upon receipt or refrigerator failure 4 - expired vaccine 5 – vaccine was lost or damaged during shipment to the provider 6 – vaccine was improperly stored upon receipt and spoiled 7 – refrigerator failed and the vaccine spoiled 8 – usable vaccine transferred from one provider to another 11 – vaccine was lost or cannot be accounted for in the provider inventory 12 – vaccine was not usable for some reason other than spoiled, expired, or lost/damaged
Lot	Character	15	0	Manufacturer's lot number. This number must be in the LOT field in STOCK.DBF.
Ordsize	Numeric	4	0	Future use
Vaccine	Character	8	0	Short name for vaccine types. This name must be in the VACCINE field in STOCK.DBF.
Units	Numeric	8	0	Number of vials
Doses	Numeric	8	0	Number of doses
Fdose1	Numeric	8	0	Prior to version 3.0: Number of doses assigned to VFC funds
Fdose2	Numeric	8	0	Prior to version 3.0: Number of doses assigned to G317 funds
Fdose3	Numeric	8	0	Prior to version 3.0: Number of doses assigned to State/other funds
SeekID	Numeric	9	0	Unique number assigned to this record when the code in the ACTION field = 1. If the code in the ACTION field does not equal 1, this field is blank.
Cdcpo	Numeric	10	0	Future use
Status	Character	2	0	Quick reference to distribution type. Codes are: Di – Distribution from project depot Re – Return to project depot Sp – Report of spoiled vaccine Ex – Report of expired vaccine Lo – Lost or missing vaccine Im – Improper storage Fa – Spoilage due to refrigerator failure Tr – Transfer between providers Ac – Cannot be accounted for Us – Unusable vaccine
Shipdate	Date	8	0	Future use
Orddose	Numeric	8	0	Future use
Shipped	Numeric	1	0	Code indicating whether the vaccine shipped has actually been shipped. Codes are: Y – vaccine has been shipped

				N – vaccine has not been shipped (leave field blank)
Notes	Character	25	0	Optional field. Special information about the vaccine shipment that can be included on the Shipping Invoice.
Chgdate	Date	8	0	Date the record was last changed.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Distid	Integer	4	0	Unique ID for each record. New field for VV 3.0.

DOSESADM – History of Doses Administered

This database contains information about doses administered by providers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data into VACMAN or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
Adate	Date	8	0	Last day of the period (such as month or quarter) being reported.
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
Sector	Numeric	1	0	Code for vaccine sector type. Codes are: 1 - public provider doses 2 - private provider doses
Vaccine	Character	8	0	Short name for vaccine types. This name must be in the VACCINE field in VACCREF.DBF.
Position	Numeric	2	0	Source code for the re-defined age categories. Codes are: 98 - re-defined age categories blank - original age categories
Dose	Numeric	1	0	Number of doses in the series for a vaccine (1st dose, 2nd dose, etc.)
G1	Numeric	7	0	Number of doses administered to age category 1 (less than 1 year of age)
G2	Numeric	7	0	Number of doses administered to age category 2 (1 year of age)
G3	Numeric	7	0	Number of doses administered to age category 3 (2 years of age)
G4	Numeric	7	0	Number of doses administered to age category 4 (3 - 4 years of age)
G5	Numeric	7	0	Number of doses administered to age category 5 (5 years of age)
G6	Numeric	7	0	Number of doses administered to age category 6 (6 - 9 years of age)
G7	Numeric	7	0	Number of doses administered to age category 7 (10 - 14 years of age)
G8	Numeric	7	0	Number of doses administered to age category 8 (15 - 19 years of age)
G9	Numeric	7	0	Number of doses administered to age category 9 (20 - 24 years of age)
G10	Numeric	7	0	Number of doses administered to age category 10 (25 - 44 years of age)
G11	Numeric	7	0	Number of doses administered to age category 11 (45 - 64 years of age)
G12	Numeric	7	0	Number of doses administered to age category 12 (65 years of age or greater)
G13	Numeric	7	0	Number of doses administered to age category 13 (unknown age)

Rowtot	Numeric	10	0	Total number of doses administered for age categories 1 - 13
Dauzr1	Numeric	7	0	First optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project analysis in doses administered data and related reports. The name must be in the UZR1DA field in OWNREF.DBF.
Dauzr2	Numeric	7	0	Second optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project analysis in doses administered data and related reports. The name must be in the UZR2DA field in OWNREF.DBF.
Dauzr3	Numeric	7	0	Third optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project analysis in doses administered data and related reports. The name must be in the UZR3DA field in OWNREF.DBF.
Chgdate	Date	8	0	Date the record was last changed.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Dauzr4	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzr5	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzr6	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzr7	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzr8	Numeric	7	0	Optional user-defined field. New field for VV 3.0.
Dauzrtot	Numeric	8	0	Total, all DAUZR fields. New field for VV 3.0.
Dosesadmid	Integer	4	0	Unique ID for record. New field for VV 3.0.

ENROLL – Provider Enrollment Reference

This database contains information about VFC-enrollment age groups for providers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data into VACMAN or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Project/Depot identification number. This number must be in the PIN field in PROVIDER.DBF and assigned to classification codes 30 through 33 (Project or depot) for the SECTOR field in SECTOREF.DBF. This field is right-justified.
Agedefine	Character	6	0	1998. Indicates the new 1998 age groups.
Ensource	Character	10	0	Source code for the enrollment information. The codes are the same as in the SOURCECODE field in ENROLLSC.DBF. This field can contain any combination of codes. Codes are: A - benchmarking data B - Medicaid claims data C - provider encounter data D - registry data E - vaccine replacement data F - doses administered data G - prior ordering data

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				Z – other
Allkids1	Numeric	7	0	Total children under 1 year of age receiving immunizations
Medicaid1	Numeric	7	0	Number of children under 1 year of age qualifying for Medicaid
Uninsured1	Numeric	7	0	Number of children under 1 year of age uninsured for health care
Amindian1	Numeric	7	0	Number of American Indian and Alaskan Native children under 1 year of age
Fqhc_rhc1	Numeric	7	0	Number of children under 1 year of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids1	Numeric	7	0	Total children under 1 year of age who are VFC eligible. This amount should equal the number in the MEDICAID1, UNINSURED1, AMINDIAN1, and FQHC_RHC1 fields.
G317kids1	Numeric	7	0	Number of children under 1 year of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids1	Numeric	7	0	Number of children under 1 year of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds.
Allkids2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Total children in age group receiving immunizations
Medicaid2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group qualifying for Medicaid
Uninsured2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group uninsured for health care
Amindian2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of American Indian and Alaskan Native children in age group
Fqhc_rhc2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Total number of children in age group who are VFC eligible. This amount should equal the number in the MEDICAID2, UNINSURED2, AMINDIAN2, and FQHC_RHC2 fields.
G317kids2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group not eligible for VFC vaccines, but eligible for free vaccines through distribution of direct assistance or G317 funds.

Statekids2	Numeric	7	0	Age group is 1-18 if the AGEDEFINE field does not contain 1998. Age group is 1-6 if AGEDEFINE does contain 1998. Number of children in age group not eligible for VFC vaccines, but eligible for free vaccines through State/other funds.
Allkids3	Numeric	7	0	Total children 7-18 years of age receiving immunizations
Medicaid3	Numeric	7	0	Number of children 7-18 years of age qualifying for Medicaid
Uninsured3	Numeric	7	0	Number of children 7-18 years of age uninsured for health care
Amindian3	Numeric	7	0	Number of American Indian and Alaskan Native children 7-18 years of age
Fqhc_rhc3	Numeric	7	0	Number of children 7-18 years of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids3	Numeric	7	0	Total children 7-18 years of age who are VFC eligible. This amount should equal the number in the MEDICAID3, UNINSURED3, AMINDIAN3, and FQHC_RHC3 fields.
G317kids3	Numeric	7	0	Number of children 7-18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids3	Numeric	7	0	Number of children 7-18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds.
Allkids4	Numeric	7	0	Optional user-selected field. Total of children over 18 years of age receiving immunizations
Medicaid4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age qualifying for Medicaid
Uninsured4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age uninsured for health care
Amindian4	Numeric	7	0	Optional user-selected field. Number of American Indian and Alaskan Native children over 18 years of age
Fqhc_rhc4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age underinsured (no coverage for immunizations) AND are served in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC)
Vfckids4	Numeric	7	0	Optional user-selected field. Total children over 18 years of age who are VFC eligible. This amount should equal the number in the MEDICAID4, UNINSURED4, AMINDIAN4, and FQHC_RHC4 fields.
G317kids4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through direct assistance or G317 funds.
Statekids4	Numeric	7	0	Optional user-selected field. Number of children over 18 years of age not eligible for VFC vaccines, but eligible to receive free vaccines through State/other funds.
Chgdate	Date	8	0	Date the ENROLL record was last updated by the Project.
Userid	Character	8	0	User ID of person adding or editing the ENROLL record. The ID is copied from the Security profile.
Other1	Numeric	7	0	Optional field. New field for VV 3.0.
Other2	Numeric	7	0	Optional field. New field for VV 3.0.
Other3	Numeric	7	0	Optional field. New field for VV 3.0.
Other4	Numeric	7	0	Optional field. New field for VV 3.0.

ENROLLSC – Source Code Reference for Enroll Table

This database contains information about the ENSOURCE field in ENROLL.DBF. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Sourcecode	Character	1	0	Source code for the enrollment information. Codes are: A - benchmarking data B - Medicaid claims data C - provider encounter data D - registry data E - vaccine replacement data F - doses administered data G - prior ordering data Z - other
Sourcenname	Character	30	0	Description of the code set up in the ENSOURCE field.

ERRORS – Software Error Log

This database receives a record whenever there is an error detected within VACMAN. A record entry contains the name of the program or screen that was executed, the line of code that caused the error, the memory variables and program settings at the time of the error and a listing of the tables in use at the time.

Field Name	Type	Length	Dec.	Description
Errornum	Numeric	4	0	Standard FoxPro error number
Errormsg	Character	40	0	Error message displayed to the user at the time of the error
Errorlin	Numeric	6	0	Line number executed at the time of the error
Codeline	Character	80	0	Standard error message displayed by FoxPro – related to the Errornum field above.
Errorpgm	Character	15	0	Calling program that was active at the time of the error.
Detail	Memo	10	0	A memo field containing in-depth information about the error. Includes all of the information from the other fields and information about various program settings, memory variables and their values, tables open, etc.

FUNDADJ – Funding Adjustments

New database for Visual Vacman 3.0. This database contains information about the adjustment transactions for funding codes. There is a one-to-many relationship between Funding and FundAdj. There may be many FundAdj records for one Funding record.

Field Name	Type	Length	Dec.	Description
Fundcode	Character	1	0	Funding codes. See Funding.dbf.
Transdate	Date	8	0	Date of funding adjustment transaction.
Descript	Character	35	0	Description of this adjustment transaction.
Adjustment	Numeric	9	0	Amount of adjustment (in whole dollars). Enter a minus sign (-) to subtract the amount.
Applied	Logical	1	0	Indicates that the adjustment was applied
Userid	Character	8	0	User id of person making the funding adjustment entry
Chgdate	Date	8	0	Date of change

FUNDING – Vaccine Funding Reference

This database contains information about the grant funding for vaccines. All letters in Character type fields are in

UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Fundcode	Character	1	0	Funding codes. The first 3 codes are set by CDC. An unlimited number of other codes can be defined. Use the Funding screen under Setup Main Menu to change certain information on the 3 CDC codes and to define additional codes. Codes already set are: 1 - VFC funds 2 - G 317 funds 3 - state funds
Shortname	Character	8	0	Short description of funding code set up in the FUNDCODE field
Amountdate	Date	8	0	Project use only - Date the amount entered in the AMOUNT field is first available for use.
Amount	Numeric	9	0	Project use only - Beginning amount (in whole dollars) for the fund.
Orders	Numeric	9	0	Total amount of funds (in whole dollars) used since the date in the AMOUNTDATE field. This amount is calculated by VACMAN based on the number of approved doses (NIPORD field in STOCK.DBF) and cost per dose (COST field in STOCK.DBF).
Adjustment	Numeric	8	0	Project use only Amount of all adjustments (in whole dollars) against the amount in the AMOUNT field. Enter a minus sign (-) to subtract the amount. See the FundAdj database table. The FundAdj table contains the individual records that are summarized for the total adjustment stored here.
Balance	Numeric	9	0	Amount (in whole dollars) currently available. VACMAN calculates this amount based on the amounts in the AMOUNT, ORDERS, and ADJUSTMENT fields.
Longname	Character	40	0	Full description of the funding code set up in the FUNDCODE field
Userid	Character	8	0	User id of person making record entry

LASTBUP – Audit of database backups

This table is used to record the date and time each backup operation is performed using the backup utility in Vacman.

Field Name	Type	Length	Dec.	Description
Bupdate	Date	8	0	Date backup was performed
Buptime	Character	8	0	Time the backup was performed

LOTS – Vaccine Reference by Lot Number

This database contains information about lots of vaccines received by the Project. The data in this database is extracted from the Stock (STOCK.DBF) database. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Project/Depot identification number. This number must be in

				the PIN field in PROVIDER.DBF and assigned to classification codes 30 through 33 (Project or depot) for the SECTOR field in SECTOREF.DBF. This field is right-justified.
Vaccine	Character	8	0	Short name for vaccine types. This name must be in the VACCINE field in STOCK.DBF.
Lot	Character	15	0	Manufacturer's lot number. The number must be in the LOT field in STOCK.DBF.
Expiry	Date	8	0	Vaccine expiration date. If only the month and year are entered, the last day of the month is used. The date must be in the EXPIRY field in STOCK.DBF.
Maker	Character	8	0	Vaccine manufacturer's name. The name must be in the MAKER field in SUPPLIER.DBF.
Doses	Numeric	8	0	Total doses received from the manufacturer for this lot number. This amount should equal the total in the DOSES field as entered in one or more records in STOCK.DBF.
Units	Numeric	8	0	Total units (vials) received from the manufacturer for this lot number. This amount should equal the total in the UNITS field as entered in one or more records in STOCK.DBF.
Size	Numeric	4	0	Number of doses per vial
Cost	Numeric	9	4	Cost per dose
Remain	Numeric	8	0	Number of doses remaining. Formula used for this calculation: sum of doses received from manufacturer for this lot number minus number of doses distributed (adjusted for stock adjustments and viable doses returned)
Datein	Date	8	0	Date the Project first received the vaccine lot number

NEWORDER – New Orders not Transmitted to CDC

New database for Visual Vacman 3.0. This database contains new bulk vaccine orders not yet sent to CDC, and new varicella provider orders not yet sent to CDC. Once these records are sent to CDC (using HTTP/internet or modem/bulletin board), they are moved out of this table and copied to the Stock database table. See the Rectype field for an explanation of the two record types.

All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Rectype	Character	1	0	Type of record. Codes are: 1 - bulk order 2 - Varicella order for individual providers
PIN	Character	6	0	Provider or Project/depot identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified. If the code in the RECTYPE field is 1, the number in this field must be for a Project/depot (classification codes 30 through 33 for the SECTOR field in SECTOREF.DBF). If the code in the RECTYPE field is 2, the number in this field must be for a provider (classification codes 10 through 25 for

				the SECTOR field in SECTOREF.DBF).
Orddate	Date	8	0	Date that a bulk or Varicella order that is to be transmitted to CDC was entered.
Ordnum	Character	10	0	Optional field for CDC bulk vaccine orders. Local order number assigned by the Project.
Orddose	Numeric	8	0	Number of doses ordered for a bulk or Varicella order that is to be transmitted to CDC.
Ordpin	Character	6	0	Original provider PIN that is associated to a bulk or Varicella order record.
Ordsize	Numeric	4	0	Number of doses per vial ordered.
Size	Numeric	4	0	Number of doses per package
Vaccine	Character	8	0	Short name for vaccine types. The name must be in the VACCINE field in STOCK.DBF. Changes to any values in this field should be made to the related records in DISTRIB.DBF.
Maker	Character	8	0	Vaccine manufacturer's name. The name must be in the MAKER field in SUPPLIER.DBF.
Cost	Numeric	9	4	Actual cost per dose per the contract used to acquire the vaccine. This is used in computing the value of inventory and shipments.
Contract	Character	15	0	Federal contract number. Typical form is: 200-95-0001 If the contract number is not known, enter either: n/a or unknown
Fcode1	Character	1	0	Funding code. The first 3 codes are set by CDC. An unlimited number of other codes can be defined. Use the Funding screen under Setup Main Menu to change certain information on the 3 CDC codes and to define additional codes. Codes set are: 1 - VFC funds 2 - G317 funds 3 - state funds The codes must be in the FUNDCODE field in FUNDING.DBF.
Fdose1	Numeric	8	0	Number of doses ordered or received/shipped. If the code in the RECTYPE field is 1 or 3, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is received, this field is updated to the number of doses received (DOSES). If the code in the RECTYPE field is 2, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is shipped, this field is updated to the number of doses shipped (DOSES).
Note	Character	50	0	Notes on this order
Chgdate	Date	8	0	Date the record was last changed.
Statepo	Character	32	0	State purchase order number entered by the Project for state funded orders.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Ndcno	Character	16	0	Unique number assigned to each vaccine manufacturer. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Exctax	Numeric	9	4	Future use

Seekid	Numeric	9	0	Unique ID for record.
Xmitdate	Date	8	0	Transmit date, must be empty or record will be rejected during transmission

PHYSICN – Physician Listing

This database contains information about physicians associated with a Provider record. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
Physid	Character	12	0	Optional user-defined ID field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for and additional Project-defined ID of the physician. The name assigned to this category is stored in the UDPHYSID field in OWNREF.DBF.
Lastname	Character	20	0	Physician's last name
Firstname	Character	15	0	Physician's first name
Initial	Character	1	0	Physician's middle initial
Title	Character	9	0	Physician's title (such as MD)
Other1	Character	12	0	Optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project -needed information about the physician not served by other fields. The name assigned to this category is stored in the UDOTHER1 field in OWNREF.DBF.
Other2	Character	12	0	Optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project -needed information about the physician not served by other fields. The name assigned to this category is stored in the UDOTHER2 field in OWNREF.DBF.
Medicaidno	Character	12	0	Physician's Medicaid number
Medlicense	Character	12	0	Physician's medical license number
Chgdate	Date	8	0	Date the PHYSICN record was last updated by the Project.
Userid	Character	8	0	User ID of person adding or editing the PHYSICN record. The ID is copied from the Security profile.
Addtocount	Numeric	1	0	Stores value for "Add to Physician Count?". 0 = No, 1 = Yes. New field for VV 3.0.
Active	Character	1	0	Contains "Y" or "N" to indicate if this is an active record.
Dateactive	Date	8	0	Date that provider's active status last changed. New field for VV 3.0.
Physnid	Integer	4	0	Unique ID for record. New field for VV 3.0.

PROVHAS – Provider Vaccine Inventories

This database contains information about the amount of vaccine inventory for a provider. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified.
Idate	Date	8	0	Date the inventory was done, usually the last day in a month or quarter (02/28/xx or 12/31/xx). The date 01/01/01 is valid only as an initial inventory date, not as a periodic inventory date.
Vaccine	Character	8	0	Short name for vaccine types. This name must be in the VACCINE field in VACCREF.DBF.
Lot	Character	15	0	Optional field. Manufacturer's lot number. Providers may report inventory by lot number or by vaccine type.
Position	Numeric	2	0	Not used
Doses	Numeric	8	0	Number of doses reported in inventory for this date and vaccine type (and optionally, lot number).
Chgdate	Date	8	0	Date the record was last changed.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Provhasid	Integer	4	0	Unique identifier assigned to the record by VACMAN

PROVIDER – Provider Listing

This database contains information about the providers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

This database can have information imported to or exported from it using the Import Data or Export Data screen under Utilities Main Menu.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Provider identification number. This field is right-justified. This is the key field to match providers in this database with providers in the other databases.
Linkpin	Character	6	0	Provider identification number for a “parent” Provider record of the “satellite” provider being displayed. This is to link the records for enrollment data.
Alphaid	Character	15	0	Optional field. User-defined secondary identifiers (state-ID or Medicaid number) where existing identified codes may not be served by other fields in the Provider database. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu.
Firstname	Character	15	0	For private providers only. Private provider’s first name. Use the LASTNAME field for a facility name.
Initial	Character	1	0	For private providers only. Middle initial of the private provider’s name. Use the LASTNAME field for a facility name.
Lastname	Character	35	0	Last name of a private provider OR the entire name of a facility.
Title	Character	9	0	For private providers only. Suffix or title of the private provider.
Contact	Character	30	0	Person to contact for information or questions about vaccine shipments or deliveries.
Address	Character	35	0	Provider shipping address for delivery purposes. This should be the street address. DO NOT include a P.O. box in

				this address.
Addres2	Character	35	0	Second line for provider shipping address. Leave this line blank if not needed to complete the address.
City	Character	20	0	Shipping address city
State	Character	2	0	Shipping address state
Zipcode	Character	10	0	Shipping address ZIP code (5 or 9 digits). The 5-digit code must be in the ZIP field in ZIPCODES.DBF.
MI_contact	Character	30	0	Optional field. Person to contact for questions or problems about vaccine issues.
MI_address	Character	35	0	Optional field. Provider mailing address
MI_addres2	Character	35	0	Optional field. Second line for provider mailing address. If a P.O. box is part of the mailing address, enter this on the second address line, otherwise leave this line blank.
MI_city	Character	20	0	Optional field. Mailing address city
MI_state	Character	2	0	Optional field. Mailing address state
MI_zipcode	Character	10	0	Optional field. Mailing address ZIP code (5 or 9 digits). The 5-digit code must be in the ZIP field in ZIPCODES.DBF.
County	Character	15	0	Optional field. County name
Phone	Character	14	0	Phone number for the person shown in the CONTACT field. Field includes parentheses around area code and hyphen after local exchange, for example (404) 555-8245.
Extension	Character	4	0	Optional field. Extension number for the telephone number shown in the PHONE field.
Fax	Character	14	0	Optional field. FAX number. Field includes parentheses around area code and hyphen after local exchange, for example (404) 555-8245.
Modem	Character	14	0	Not used
Subdiv	Character	15	0	User-defined name of the Project jurisdictional subdivision (district, county, region, station, area, etc.) under which the provider is grouped. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. The name must be in the SUBDIV field in SUBDIV.DBF.
Sector	Numeric	2	0	Provider classification code. Indicates the type of provider. The first digit must be: 1 - designates the provider is public 2 - designates the provider is private 3 - designates a Project, depot, or other Immunization Project The second digit designates whether a private provider is deputized as a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC). Odd numbers indicate that a private provider is deputized as a FQHC or RHC. The code must be in the SECTOR field in SECTOREF.DBF.
Cat1	Character	10	0	First optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project information not served by other fields in the Provider database. The name assigned to this category is stored in the CAT1NAME field in OWNREF.DBF.
Cat2	Character	10	0	Second optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project information

				not served by other fields in the Provider database. The name assigned to this category is stored in the CAT2NAME field in OWNREF.DBF.
Cat3	Character		0	Third optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project information not served by other fields in the Provider database. The name assigned to this category is stored in the CAT3NAME field in OWNREF.DBF.
Note	Character	50	0	Optional field. Special information about the provider that is to be included on the shipping label.
Active	Character	1	0	Code to indicate whether a provider is active or inactive. Codes are: Y - active provider N - inactive provider The inactive code is used to keep a provider profile in the database, even though the provider does not actively participate in the program.
Codes	Character	10	0	This field is used to indicate various conditions. The code in the first position is the only one used at this time. The first code indicates whether or not a provider can order Varicella vaccine. Codes are: V - provider can order Varicella blank - provider cannot order Varicella The Varicella field on the Provider Profiles screen under Data Main Menu, displays Y (yes) or N (no) instead of V.
Physcount	Numeric	2	0	Future use
Origdate	Date	8	0	Future use
Other	Character	10	0	Future use
Datevfc	Date	8	0	Date the provider is considered eligible to participate in the VFC program
Createdate	Date	8	0	Date the PROVIDER record was created
Xmitdate	Date	8	0	Date the PROVIDER record was last transmitted to CDC/NIP
Chgdate	Date	8	0	Date the PROVIDER record was last updated by the Project. For newly added records, this date will be the same as the date in the CREATEDATE field.
Userid	Character	8	0	User ID of person adding or editing provider's record. The ID is copied from the Security profile.
Phone2	Character	14	0	Optional field. Additional telephone number to use to contact the provider. Field includes parentheses around area code and hyphen after local exchange, for example (404) 555-8245.
Email	Character	40	0	E-mail address to contact the provider
Cat4	Character	10	0	Optional user-defined field. New field for VV 3.0. New field for VV 3.0.
Cat5	Character	10	0	Optional user-defined field. New field for VV 3.0. New field for VV 3.0.
Provtype	Character	1	0	Optional user-defined field. New field for VV 3.0. New field for VV 3.0.
Email2	Character	35	0	Email address associated with Mailing address. New field for VV 3.0.
Extension2	Character	4	0	Phone extension associated with Mailing address. New field for VV 3.0.

Fax2	Character	14	0	Second fax number for the provider
Wh_note	Character	50	0	Warehouse notes for packaging. New field for VV 3.0.
Dateactive	Date	8	0	Date that provider's active status last changed. New field for VV 3.0.
Datexvfc	Date	8	0	Date that provider left VFC program. New field for VV 3.0.
Provid	Integer	4	0	Unique ID for record. New field for VV 3.0.

PROVMEMO – Provider Notes

This database contains the Provider Memo records. There is a maximum of one memo record for each provider. There is a one-to-one relationship between records in this database table and records in the Provider database table. The relationship uses the PIN field. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
PIN	Character	6	0	Provider identification number. This number must be in the PIN field in PROVIDER.DBF.
Memodate	Date	8	0	Date the memo was last updated.
Memotime	Character	5	0	Time the memo was last updated.
Provmemo	Memo	10	0	Contains all memo text. The most recent text is appended at the top. Memo fields have an undefined length and are stored in a .FPT file.

SECTOREF – Sector Reference for Provider Table

This database contains information about the SECTOR field in PROVIDER.DBF. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Sector	Numeric	2	0	Sector code. Indicates the type of provider. Codes are: 10 - public health department 11 - public health department (as agent of FQHC or RHC) 12 - public hospital 13 - public hospital (as agent of FQHC or RHC) 15 - Federal qualified health center/rural health clinic 16 - other public health agency 17 - other public health agency (as agent of FQHC or RHC) 20 - private practice (individual or group) 21 - private practice (as agent of FQHC or RHC) 22 - private hospital 23 - private hospital (as agent of FQHC or RHC) 24 - other private health agency 25 - other private health agency (as agent of FQHC or RHC) 30 - Immunization Project 31 - depot 32 - other Immunization Project 33 - private depot
Sectext	Character	45	0	Description of the code set up in the SECTOR field.

STATCODE – Status Code Reference for Stock Table

This database contains information about the STATUS field in STOCK.DBF. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Status	Character	2	0	Status code of a bulk vaccine or Varicella order transmitted to CDC. Codes are: 00 - unknown 01 - pending (initial, to be processed) 02 - approved by CDC/NIP 03 - obligated by CDC/FMO 04 - submitted (forwarded to manufacturer) 05 - received in part (RCV record) 06 - received in full (RCV record) 07 - received in excess (RCV record) 08 - canceled 09 - held at CDC 10 - shipped in full 11 - reshipment
Statext	Character	40	0	Description of the code set up in the STATUS field.

STATES – State Name/Abbreviation Reference

This database contains a look up list of states with their abbreviation and their long names. All fields are in upper case.

Field Name	Type	Length	Dec.	Description
St	Character	2	0	State abbreviation – i.e. AK = Alaska
Statename	Character	25	0	Spelled out name of state

STOCK – Bulk Vaccine Inventory Table

This database contains information about the vaccine inventory of the Project. This includes bulk vaccine orders already sent to CDC (once receipt data is entered, it becomes part of inventory); varicella provider orders already sent to CDC (these records never become part of inventory); and other bulk inventory records that are not processed via CDC (these are part of inventory). See the RecType field for an explanation of these three record types. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

New for Visual Vacman 3.0: Also see NewOrder.Dbf. Most Stock records now originate from the NewOrder database table.

Field Name	Type	Length	Dec.	Description
Rectype	Character	1	0	Type of record. Codes are: 1 - bulk order 2 - Varicella order for individual providers 3 - order not placed through CDC
PIN	Character	6	0	Provider or Project/depot identification number. This number must be in the PIN field in PROVIDER.DBF. This field is right-justified. If the code in the RECTYPE field is 1 or 3, the number in this

				<p>field must be for a Project/depot (classification codes 30 through 33 for the SECTOR field in SECTOREF.DBF).</p> <p>If the code in the RECTYPE field is 2, the number in this field must be for a provider (classification codes 10 through 25 for the SECTOR field in SECTOREF.DBF).</p>
Orddate	Date	8	0	Date that a bulk or Varicella order that is to be transmitted to CDC was entered. This field is optional for "other vaccines received" (not CDC bulk vaccine orders).
Ordnum	Character	10	0	Optional field for CDC bulk vaccine orders. Local order number assigned by the Project. This field is optional for "other vaccines received" (not CDC bulk vaccine orders).
Orddose	Numeric	8	0	Number of doses ordered for a bulk or Varicella order that is to be transmitted to CDC. This field is optional for "other vaccines received" (not CDC bulk vaccine orders).
Xmitdate	Date	8	0	Date that a bulk or Varicella order was transmitted to CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Datein	Date	8	0	<p>If the code in the RECTYPE field is 1 or 3, this is the date the Project received the bulk vaccine order.</p> <p>If the code in the RECTYPE field is 2, this is the date the manufacturer shipped the Varicella order.</p>
Rcvxmit	Date	8	0	Date that receiving information for a CDC bulk vaccine order was transmitted to CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Timein	Character	5	0	Time that the Project received the bulk order and placed it in inventory. There is no distinction between AM and PM hours. An assumption is made based on standard business hours (for example, 08:00 is 8:00 AM and 06:00 is 6:00 PM).
Signee	Character	25	0	<p>If the code in the RECTYPE field is 1 or 3, this is the person receiving the bulk vaccine order.</p> <p>If the code in the RECTYPE field is 2, this is an optional field. Special information about the Varicella order for Project use only.</p>
Vaccine	Character	8	0	<p>Short name for vaccine types. The name must be in the VACCINE field in STOCK.DBF.</p> <p>Changes to any values in this field should be made to the related records in DISTRIB.DBF.</p>
Units	Numeric	8	0	Number of vials received for a bulk vaccine order. This field is calculated by dividing the amount in the DOSES field with the amount in the SIZE field.
Size	Numeric	4	0	Number of doses per vial
Doses	Numeric	8	0	<p>If the code in the RECTYPE field is 1 or 3, this is the number of doses received from the manufacturer.</p> <p>If the code in the RECTYPE field is 2, this is the number of doses shipped from the manufacturer.</p>
Maker	Character	8	0	Vaccine manufacturer's name. The name must be in the MAKER field in SUPPLIER.DBF.
Lot	Character	15	0	<p>Manufacturer's lot number (number on the outside of the box containing the vaccine).</p> <p>Changes to the values in this field should be made to related</p>

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				records in DISTRIB.DBF.
Expiry	Date	8	0	Date the vaccine will expire. If only the month and year are provided, use the last day of the month.
Cost	Numeric	9	4	Actual cost per dose per the contract used to acquire the vaccine. This is used in computing the value of inventory and shipments.
Contract	Character	15	0	Federal contract number. Typical form is: 200-95-0001 If the contract number is not known, enter either: n/a or unknown
Fcode1	Character	1	0	Funding code. The first 3 codes are set by CDC. An unlimited number of other codes can be defined. Use the Funding screen under Setup Main Menu to change certain information on the 3 CDC codes and to define additional codes. Codes set are: 1 - VFC funds 2 - G317 funds 3 - state funds The codes must be in the FUNDCODE field in FUNDING.DBF.
Fdose1	Numeric	8	0	Number of doses ordered or received/shipped. If the code in the RECTYPE field is 1 or 3, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is received, this field is updated to the number of doses received (DOSES). If the code in the RECTYPE field is 2, this field equals the number of doses ordered (ORDDOSE). Once the vaccine is shipped, this field is updated to the number of doses shipped (DOSES).
Fcode2	Character	1	0	Future use
Fdose2	Numeric	8	0	Future use
Fcode3	Character	1	0	Future use
Fdose3	Numeric	8	0	Future use
Uzr	Character	10	0	Optional user-defined field. This field is assigned using the User-Defined Names screen under Setup/Other Main Menu. This field can be used for Project bulk vaccine receipt information that is important and not served by other fields in STOCK.DBF.
Remain	Numeric	8	0	Used to track partial shipments (1 of 2, 2 of 2, etc.)
Seekid	Numeric	9	0	Unique number assigned to this record when the bulk or Varicella order is transmitted to CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Cdcpo	Numeric	10	0	CDC purchase order (delivery order) number assigned by CDC when the bulk or Varicella order that was transmitted to CDC is approved. This field is blank for "other vaccines received" (not CDC bulk vaccine orders) and can be used to store a state/local purchase order number.
Podate	Date	8	0	Date when the bulk or Varicella order that was transmitted to CDC was approved by CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Nipord	Numeric	8	0	Number of doses approved by CDC for the bulk or Varicella order that was transmitted to CDC. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
status	Character	2	0	Status code for the bulk or Varicella order that was transmitted

				to CDC. The codes are the same as in the STATUS field in STATCODE.DBF. This field is blank for "other vaccines received" (not CDC bulk vaccine orders). Codes are: 00 - unknown 01 - pending (initial, to be processed) 02 - approved by CDC/NIP 03 - obligated by CDC/FMO 04 - submitted (forwarded to manufacturer) 05 - received in part (RCV record) 06 - received in full (RCV record) 07 - received in excess (RCV record) 08 - canceled 09 - held at CDC 10 - shipped in full 11 - reshipment
Note	Character	50	0	Optional field. Special information about the bulk order for Project use only.
Chgdate	Date	8	0	Date the record was last changed.
Statepo	Character	32	0	State purchase order number entered by the Project for state funded orders.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.
Rcvchgdate	Date	8	0	Date that the lot number or expiration date was last changed for a bulk order record containing receiving data.
Ordpin	Character	6	0	Original provider PIN that is associated to a bulk or Varicella order record.
Ordsize	Numeric	4	0	Number of doses per vial. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Ndcpo	Character	16	0	Unique number assigned to each vaccine manufacturer. This field is blank for "other vaccines received" (not CDC bulk vaccine orders).
Exctax	Numeric	9	4	Future use
Addtoinv	Numeric	1	0	"Add to inventory?" 0 = no, 1 = yes. New field for VV 3.0.
Stockid	Integer	4	0	Unique ID for record. New field for VV 3.0.
Tracking	Character	30	0	Shipment tracking number - optional

SUBDIV – Sub Division Reference Table

This database contains information about the Project's jurisdictional subdivisions. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Subdiv	Character	15	0	User-defined short name of the Project jurisdictional subdivision (district, county, region, station, area, etc.) under which providers are grouped. This field is assigned using the Subdivisions screen under Setup Main Menu.
Longname	Character	35	0	User-defined full name of the subdivision set up in the SUBDIV field. For example, SUBDIV may be "NE - 1", and LONGNAME may be "Northeast Region, Area 1". This field is assigned using the Subdivisions screen under Setup Main Menu.
Contact	Character	30	0	Optional field. Person to contact at the subdivision.
Address	Character	50	0	Optional field. Subdivision mailing address.

Addres2	Character	50	0	Optional field. Subdivision second mailing address line. If a P.O. box is part of the address, enter this on the second address line, otherwise leave this line blank.
City	Character	20	0	Optional field. Mailing address city
State	Character	2	0	Optional field. Mailing address state
Zipcode	Character	10	0	Optional field. Mailing address ZIP code (5 or 9 digits). The code must be in the ZIP field in ZIPCODES.DBF.
County	Character	15	0	Optional field. County name (a subdivision may not actually exist within a county)
Phone	Character	14	0	Optional field. Subdivision phone number for the person set up in the CONTACT field
Extension	Character	4	0	Optional field. Extension number for the telephone number set up in the PHONE field
fax	Character	14	0	Optional field. Subdivision FAX number

SUPPLIER – Vaccine Manufacturers/Suppliers

This database contains a list of vaccine suppliers/manufacturers. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Maker	Character	8	0	Supplier/Manufacturer code. Must match code used in vaccine contract records (see Vaccbulk.Dbf). This code is assigned by CDC for suppliers/manufacturers contracted with CDC. For suppliers/manufacturers that do not do business with CDC, the project may assign this code.
Longname	Character	30	0	User-defined full name of the supplier/manufacturer. Longname may be displayed instead of Maker on certain forms & reports.
Position	Numeric	2	0	Not Used.
Shortname	Character	15	0	User-defined short name of the supplier/ manufacturer. This serves the same purpose as the Longname field, except that Shortname may be displayed where there is not enough room to display Longname, such as invoices. New field for VV 3.0.
HL7code	Character	8	0	HL7 standard code for this vaccine type. Used for import/export. New field for VV 3.0.
Addcode	Character	8	0	Addition code used to identify this vaccine type. Used for import/export. New field for VV 3.0.

VACCBULK – Annual Vaccine Reference Table

This database contains information about bulk vaccines such as cost, manufacturer, contract numbers, start and end date of contracts, package sizes and other information. The data in this table is maintained and transmitted by CDC for use as a reference set in the VACMAN product. None of the included data is altered by the product itself.

Field Name	Type	Length	Dec.	Description
Vaccine	Character	8	0	Name of the vaccine
Maker	Character	8	0	Name of vaccine manufacturer
Begin	Date	8	0	Beginning date of current contract
End	Date	8	0	End date of current contract
Minbulk	Numeric	4	0	Minimum doses to be ordered
Unitsize	Numeric	4	0	Doses per vial
Pkgsize	Numeric	3	0	Vials per package/box
Ndcno	Character	16	0	NDC number – assigned by CDC
Cost	Numeric	9	4	Cost per unit

Contract	Character	15	0	CDC contract number – assigned by CDC
Sel_maker	Character	8	0	Not used
Dos_wind	Character	1	0	Not used
Exc_funds	Character	3	0	CDC assigned – blank or 1
Descrip	Character	50	0	Description of the vaccine

VACCREF – Vaccine Ordering Reference

This database contains reference information about a vaccine. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
Position	Numeric	2	0	Not used
Vaccine	Character	8	0	Short name for vaccine types. The name must be in the VACCINE field in STOCK.DBF.
Locactiv	Character	1	0	Code indicating whether a vaccine is active or inactive. Codes are: Y - active vaccine N - inactive vaccine
Reorder	Numeric	8	0	Number of doses of each vaccine considered to be the minimum inventory before placing a new order. This number is used by VACMAN to compute amounts for the Report of Vaccines With Low Balances.
Stockday	Numeric	4	0	Least number of days' supply to keep in inventory
Delivday	Numeric	4	0	Number of days it should take to receive the vaccine after transmitting the order.
Ordfreq	Numeric	4	0	Number of days between orders
pmd	Character	1	0	Code indicating whether a vaccine is available for private providers (classification codes 21 - 29) as well as public providers to order. Codes are: Y - vaccine is available N - vaccine is not available
Minprov	Numeric	4	0	Minimum number of doses that can be shipped to a provider. This number should be less than or equal to the amount entered in Doses on the Distribution from Project Depot Inventory screen under Data/Distribution Main Menu for the matching vaccine type.
Stdseries	Numeric	1	0	Not used
Maxno	Numeric	1	0	Maximum number of individual doses in series for a vaccine set up in the DOSE field in DOSESADM.DBF.
Orderform	Character	12	0	Vaccine name as it is to appear on the Shipping Invoices and Provider Vaccine Ordering form.
Descrip	Character	50	0	Complete name of the vaccine set up in the VACCINE field
Shortcut	Character	3	0	User-defined short name of the vaccine that is displayed in the Shortcut pop-up windows. This field is assigned using the Edit Vaccine Types screen under Setup/Vaccine Types Main Menu.
Chgdate	Date	8	0	Date the record was last changed.
Userid	Character	8	0	ID of the user who last changed the record. The ID is copied from the Security profile.

HL7code	Character	8	0	HL7 standard code for this vaccine type. Used for import/export. New field for VV 3.0.
Addcode	Character	8	0	Addition code used to identify this vaccine type. Used for import/export. New field for VV 3.0.

WHATSNEW – News and Notes

This database is used to support the “what’s new” feature on the help selection of the VACMAN menu bar. When the user selects this option, the contents of the memo field described below are displayed on a small screen.

Field Name	Type	Length	Dec.	Description
Date	Date	8	0	Date of the entry.
Subject	Character	20	0	Subject of the entry. This value is always “Whats New“
Whatsnew	Memo	10	0	A free form memo field containing whatever news item corresponds to the date entry in the Date field described above


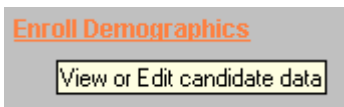
ZIPCODES – ZIPCode Reference Table

This database contains information about the ZIP codes used by a Project. All letters in Character type fields are in UPPER CASE. All Date type fields are in mm/dd/yy format, although the actual structure contains a 4-digit year in compliance with the year 2000.

Field Name	Type	Length	Dec.	Description
City	Character	16	0	City name
Zip	Character	5	0	ZIP code. Only the first 5 digits of the ZIP codes in the other databases are validated against this field.
Ctycode	Character	3	0	Not used
St	Character	2	0	State abbreviation
Cntyname	Character	24	0	County name

Appendix G – Glossary

Term	Definition
Adjustments	CDC recommends that you manage your vaccine inventory from every vaccine's origin to its final destination. As a part of this inventory management, you will occasionally need to adjust the inventory stored in your depot(s). Use the <i>Inventory Adjustments</i> window to make such adjustments.
Backup	System and power failures can happen at random, oftentimes causing either loss or corruption of valuable data. The Backup procedure (<i>see How to Backup Data</i> in Chapter 6) copies selected VACMAN files into one zip file. These files can then be used if you need to restore lost or corrupted information.
Benchmarking	A process of collecting data over a set time frame (preferably three months), which are used to calculate an estimation for the same data over a larger time frame (usually a one-year period following the benchmark).
CDC Approval	After an order is transmitted, CDC has the option to approve, modify or delete a vaccine order. If either there is insufficient funding to approve an order, or the quantity being ordered is inappropriate, CDC will contact the project for clarification and resolution.
Challenge Phrase	The challenge phrase is used for security purposes.
CPT Code	Current Procedural Terminology (CPT) code(s) which are used by physicians, the health care industry, the insurance industry, and Medicare to identify specific procedures used in medical treatments. CPT codes are associated with specific immunizations using specific vaccines.
Database	A collection of electronic files that are organized so that specific information can easily be retrieved. Analogy: An electronic card catalog or filing cabinet.
Depot	A project's warehouse where bulk quantities of vaccines are stored.
Desktop	Just like a physical top of a desk, the Windows desktop is where you put the things your working on or want to access. The desktop is the main screen in Windows where you can put icons that act as shortcuts to various programs.
Digital Certificate	A digital certificate is a data object which is used to verify the identity of its holder. Access to the Secure Data Network (SDN) requires that clients possess a digital certificate issued by the CDC.
Field	The smallest unit of information that is entered into a database. Fields are grouped together and saved into a database file called a record.
HL7	Health Level 7 (HL7) is a protocol for formatting, transmitting and receiving data in a healthcare environment.
Menu Bar	A Menu Bar contains the menus at the top of the screen. These menus allow the user (you) to tell the program to perform various tasks.
NDC Number	The National Drug Code (NDC) identifies the labeler/vendor, product, and trade package size. Each drug product listed under Section 510 of the Federal Food, Drug, and Cosmetic Act is assigned a unique 10-digit, 3-segment number.
Pack	A Pack deletes all records that are marked for deletion and then re-indexes the database tables.

Term	Definition
	<p>Note: The Delete button marks records to be deleted, but they are not actually purged from VACMAN until you perform a Pack. All vaccine orders that are marked as deleted or transmitted to CDC will be purged from VACMAN whenever you pack.</p> <p>(see How to Pack Data in Chapter 6)</p>
Populate	To type in text or select an entry for a field.
Project	A project is any entity that meets the requirements for obtaining or using funding set forth in 93.268 Immunization Grants (Section 301 and 317, Public Health Service Act; Immunization Program Section 1928 of the Social Security Act; Vaccines for Children Program).
Provider	A doctor, group of doctors, or clinic that administers vaccines to patients.
Record	An electronic database file that contains information from various fields.
Registry	States store information (including the number of immunization vaccines given to children) into a statewide electronic database called a Registry. Projects can use the electronic data to determine their vaccine enrollment data for the State. This data can be collected from a one-year time frame, or from benchmarking any period of time.
SDN	The SDN (Secure Data Network) comprises the software, hardware, and databases needed to protect private CDC information resources by verifying the identities of user clients and enforcing permissions.
Shortcuts	Shortcuts in VACMAN make it easier to access vaccines by simply entering the shortcut code.
Tabs	Menu options displayed across the top of a primary window that, when clicked, display a secondary window.
Tool Bar	<p>The pop-up toolbar in the <i>Vaccine Management</i> window provides the necessary functionality to navigate through and work with VACMAN files.</p> 
Tool tips	<p>Tool tips are small pieces of text information that display information about a menu option when you place the mouse pointer over the object, button, or link.</p> 
URL	<p>Uniform Resource Locator (URL) is the global address of documents and other resources on the World Wide Web.</p> <p>The URL for VACMAN is: http://www.cdc.gov/nip/vacman/Default.htm</p>

Appendix H – Other Resources

There are several resources that provide information on VACMAN including an Online Users Guide on the VACMAN Internet website, and the technical support team.

Internet

The VACMAN Internet website <http://www.cdc.gov/nip/vacman> is an excellent source for retrieving the most current VACMAN information. This website includes:

- *Online Users Guide* – A collection of downloadable chapters of information on how to use Vacman.
- *Vaccine Contracts*: The latest list of manufacturer names, commercial vaccine trade names, vaccine types, vial sizes available on contract, CDC contract prices, manufacturers' prices, and contract expiration dates

Technical Support

VACMAN's technical support representatives are available Monday through Friday, 8:00 AM to 4:30 PM, Eastern Standard Time. They provide technical assistance for:

- Entering and transmitting vaccine orders
- Understanding and working with Federal vaccine contracts
- Handling problems with Windows, reports, and error messages

Contacting VACMAN's technical support

You can contact technical support for VACMAN by:

- Email: [Technical Support](#)
- Phone: (404) 639-8303
- Fax: (404) 639-8555

Appendix I – Import Functional Specifications

The following information provides specifications on the Import Function in Vacman.

Important Notes!

- The import module is **NOT** designed or intended to provide a means of importing VACMAN 2.63 data into VACMAN 3, this objective is accomplished during new installation of VACMAN 3.
- If the target file type is of type Excel worksheet or Lotus worksheet, Vacman will not copy more than 16,383 or 8,191 records, respectively.

Visual VACMAN 3.0 Functional Specifications Document Revision Number 5 *Import Module*

1.0 Introduction

This Functional Specification is designed to specify proposed changes to Visual VACMAN 3.0 (VV3), a project which is already in beta testing. Wherever possible, any differences between this new product and what was done in VACMAN 2.63 will be explained in order to make enhancements clearer to the user of this document. The import module is NOT designed or intended to provide a means of importing VACMAN 2.63 data into VACMAN 3.0, this objective is accomplished during new installation of VV3.

One of the major enhancements present in Visual VACMAN 3.0 is a business rules object. This new object or component in the program acts as the enforcer of how data is treated and tested before being added to the tables in the system. This object is designed to either accept input from the keyboard, or accept input from a file. In either case, as the individual elements of a new record are tested by the object, they will either pass, (are properly formatted) or they will fail, in which case an error message is generated and fed back to the system that sent the data in (see Appendix A for error criteria). In the case of keyboard entry, the user normally receives an error message and then has the opportunity to correct the error. In the case of the import module (file input), these error messages will be gathered into a table and shown to the user after processing. The user is then given the option of saving the error file. If any critical error is encountered in the input file, none of the records will be imported.

1.1 Purpose

This Functional Specification is designed to functionally describe a proposed addition to VV3. The addition will provide a means for importing data files specified in this document either from VACMAN 2.63 or from VV3. Additionally this document provides specifications for file formats to be used in the event import data is to be prepared from some source other than Visual VACMAN 3.0.

1.2 Scope

The product to be developed is a module to be included as part of Visual VACMAN 3.0. Other than as specifically detailed in Section 3.1 this document, no other provisions or interfaces with other software are addressed or supported in this Functional Specification.

1.3 Definitions, acronyms, and abbreviations

VV3 – Visual VACMAN 3.0, the product under development and beta testing.

1.4 References

1.4.1 VACMAN 2.63 Import Module Requirements Document.
1.4.2 Appendix A – Error Checking Criteria

1.5 Overview

The remaining portions of this document are organized to specify the end user required skills, overall functional changes to the existing product, hardware and network specific requirements (if any) and any other requirements specific to this product.

2.0 Overall Description

2.1 Product perspective

This Functional Specification is being generated to document proposed addition to an already existing product, currently in the final stages of Beta Testing. While the changes to be made are functional in nature, the overall impact on the existing product is minimal. The current flow of data and reports of this document remain unchanged.

2.2 Product Functions

The implementation will include:

- Provide a means of validating and inputting records from standard tables (.dbf files)
- Provide a means of validating and inputting records from standard Excel spreadsheet files (.xls files)
- Provides a means of validating and inputting records from standard lotus spreadsheet files (.wk1 files)
- Provide a means of validating and inputting records from standard comma delimited text files (.txt files)
- Provide a means of validating and inputting records from fixed length data files (.sdf files)
- Data formatted in any of the above listed files will be used to update the following information.
 - Distribution data (normal project distributions)
 - Distribution data from other than project transactions data
 - Varicella order data
 - Provider information
 - Enrollment information
 - Physician information
 - Provider inventory data
 - Doses administered information
 - New Varicella Orders

2.3 User Characteristics

The end user of this product will have the same basic skill set as current VACMAN 2.63 users. Users should have basic computer skills including the following:

- Able to successfully start their machine and log into their local area network.
- Able to input data on typical data input screens.
- Basic keyboarding skills.
- Basic mouse and other input device operation.
- In addition, the user should be aware of when and how data is to be imported into VACMAN and any potential dangers to data integrity posed by improper use of the module.
- User must have security level 2 or 3 to use this utility.

2.4 General Constraints

2.4.1 Equipment – Equipment required to support this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.2 Required software – Software required to support this product enhancement are identical to

those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.3 Memory available - Memory requirements for this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.4 Operating system – Operating System requirements to support this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.5 Network configuration – Network configuration required to support this product enhancement are identical to those already specified for Visual VACMAN 3.0 as a whole. No additional requirements are specified.

2.4.6 Other constraints on the system – Users must have the ability to access Visual VACMAN 3.0.

2.5 Assumptions and Dependencies

This module is designed to be part of Visual VACMAN 3.0 as a whole. It will not be accessible as a stand alone process nor will it be designed to be accessed from outside the CDC network. The product will not be designed to provide information to users outside the currently existing network.

a.

3.0 Specific requirements

The following Functional requirements will be the basis for all requirements specified for this product enhancement. There are no other requirements for this enhancement other than as specifically described in the functional requirements listed.

3.1 Functional Requirements

3.1.1 User Interface Screen – The user will be permitted to select import options from an interface screen similar to the one provided in VACMAN 2.63. The screen will give the user the option to choose from the following file import types:

- Standard database files (.dbf files)
- Fixed length text files (.sdf files or space delimited files)
- Comma delimited text files (.txt files)
- Microsoft Excel spreadsheet files (.xls files)
- Lotus spreadsheet files (.wk1 files)

The user will also be permitted to select which data set to be updated:

- Distribution data (from normal Project sources)
- Distribution data (from non-project sources)
- Varicella vaccine ordering data
- Provider information
- Provider inventory information
- Provider enrollment information
- Doses administered information
- Physician information
- New Varicella orders

The user will be provided with a browse button or similar interface to allow them to select the appropriate file from which to import the data set.

Note: In VM 2.63 the user was also permitted to choose between condensed and full file format. This feature is not necessary in this module as the file types mentioned are already supported by the file definitions mentioned above.

3.1.2 Distribution data from Project Depots

3.1.2.1 Import file formats:

3.1.2.1.1 Database Files:

Data to be imported in the form of a table will be formatted with the following field definitions:

Source Table in VACMAN: distrib.dbf

Field Name	Type	Size
input	Date	8
xmitdate	Date	8
dateout	Date	8
pin	Char	6
frompin	Char	6
action	Numeric	2,0
lot	Char	15
ordsize	Numeric	2,0
vaccine	Char	8
units	Numeric	8,0
doses	Numeric	8,0
fdose1	Numeric	8,0
fdose2	Numeric	8,0
fdose3	Numeric	8,0
seekid	Numeric	9,0
cdcpo	Numeric	10,0
status	Char	2
shipdate	Date	8
orddose	Numeric	8,0
shipped	Numeric	1,0
notes	Char	25
chgdate	Date	8
userid	Char	8
distid	Integer	4

Note: In Visual VACMAN 3.0 the distid field is the primary key for the distrib table and must not be altered in any way as this will prevent the record from matching in the distrib table and could cause problems with calculation of lot quantities on hand.

3.1.2.1.2 Comma Delimited Files:

Comma delimited files will have a file extension of .txt. Data fields will be exported from the distrib table in VV3 or from VACMAN 2.63 into an ASCII standard text file containing one line of text for each record in the table.

- Each field will be separated by a comma and no extra spaces.
- Fields containing char data will be surrounded by double quotes.
- Fields containing numeric data will be trimmed to their minimum length.
- Fields containing date data will be formatted to 8 spaces containing YYYYMMDD data. In the event there is no data in the corresponding table field, the appropriate space in the text file will contain 8 spaces.
- Data will be arranged in the same order as listed as section 3.1.2.1.1 above.
- Files of this type can be most easily created by using the following commands from the FoxPro command interface:
 - Use distrib
 - Copy to XXXXX.txt delimited (substitute file name for XXXXX)
 - **Note:** formatting of the file generated from FoxPro 2.6 for Windows and the one formatted by Visual FoxPro 7.0 (VFP7) will vary slightly.

Either file can be successfully imported by Visual VACMAN 3.0.

3.1.2.1.3 Space Delimited Files:

Space Delimited Files will be formatted in a manner similar to specified for Comma Delimited text files, however space delimited files contain a single line of data for each record in the table with no delimiting character. SDF files format the data in streams of values of exactly the same length as the corresponding fields in the table from which the data is exported. No quotation marks or other special characters for dates are required to distinguish data types. The data must be arranged in the same order and to the same lengths as specified in section 3.1.2.1.1 above.

A space delimited file may be most easily created by issuing the following commands from the command line interface in FoxPro:

- Use distrib
- Copy to filename.sdf SDF (substitute filename to be created).

3.1.2.1.4 Microsoft Excel Spreadsheet files (.xls files)

Excel spreadsheet files will be formatted with a column heading corresponding to the name of each field as defined in section 3.1.2.1.1 above. Each record to be imported will be listed on a single row of the spreadsheet in the same order and with the same formatting as defined in section 3.1.2.1.1. An Excel spreadsheet file may be most easily created by issuing the following commands from the command line interface of FoxPro:

- Use distrib
- Copy to filename.xls XLS (substitute filename to be created)

3.1.2.1.5 Lotus Spreadsheet files (.wk1 files)

Lotus spreadsheet files will be formatted in exactly the same manner as described in section 3.1.2.1.4 above. A Lotus spreadsheet file may be most easily created by issuing the following commands from the command line interface in FoxPro:

- Use distrib
- Copy to filename.wk1 WK1 (substitute filename to be created)

3.1.2.1.5 Other file formats

File formats other than those specified above will not be supported by this module. Regardless of how the file is created, the formatting described in section 3.1.2.1 of this document must be followed. If the file to be imported fails to meet acceptable criteria it will be rejected with the appropriate error message to the user. Best results for file creation will be obtained by using the file export utility in VV3.0.

3.1.2.2 Data Import:

- After selection of the appropriate file and file type for distribution data from Project Depots from the user interface screen described in section 3.1.1 above, the system will copy the new data into an import table meeting the same table definition as the distrib.dbf file currently in use in Visual VACMAN 3.0.
- The user will then be provided with an interface screen prompting the user for the type of input to be conducted. After error checking import functions will be carried out as follows:
 - **Import Archived Records** – This option will match all of the records in the import file and will only append records that do not exist in the distrib table at the time of the action.
 - This action is the mirror to the export function that allows for the removal of distribution records currently in place. The export program copies data into the disthist table when moving records to archive.
 - **Note:** In order to properly calculate distributions, the import program must move the archived data out of the disthist table and then make a matching entry in the distrib table. If an attempt is made to input data using the ARCHIVE function of the import

- system and the data file used was not created by the export utility, recalculation of the distrib table, lots and other data tables may be corrupted. **Data created outside of VACMAN should NOT be used for the archive function...**
- **Note:** If any duplicate records are found in the import file not matching records in the distrib file, they will be ignored. The import function relies on an exact match of the distid field, if this has been tampered with, the records will not match. The user will be prompted with the appropriate error message.
 - Archived data should not be tampered with in any way. If the user wishes to enter data that has been altered the update or add functions should be used. **Other than checking for record matches and recalculation of lots balances, NO ERROR CHECKING IS DONE.**
- **Update records** – Only those records that currently exist in the distrib table will be imported.
- Records that do not already exist will be moved to a separate file and an error record will be saved to an error file.
 - As the records are matched and updated into the distrib table in Visual VACMAN 3.0, the new information will be treated by the business rules object as an edit.
 - **Note:** The seekid field in **ALL** of the records in the import file must match before **ANY** of the records will be imported, this standard was also present in VACMAN 2.63. If all of the records do not match, the user will be presented with an appropriate message and given the chance to view and save the errors found. Additionally the user will have the opportunity to view the records that did not pass duplicate checking and save them to a separate file.
 - **Note:** If the end user intends to make changes to data external to Visual VACMAN 3.0, the seekid key field, along with action, dateout, fromPIN, PIN, vaccine, and lot must not be changed. If they are changed the record cannot be matched to a current record in the distrib table, and the system will not allow the record to be imported.
 - Changes to lot inventories and other calculated data will be conducted in accordance with current business rules.
- **Add new records** - in this option, only records that are NOT duplicates will be processed.
- New records will be handled in accordance with the same business rules that would be used for a standard keyboard entry.
 - **Note:** in version 2.63, the user had the opportunity to select an option that would check whether excess ordering has been conducted. This function is now a part of the business rules and will always be conducted.
 - When the user clicks on the add option on the main user interface screen two additional options will be made available: the user can auto-assign a shipment date when the shipdate field in the import table is empty and auto-assign lot numbers when they are left empty. A radio box will be provided for each option and a separate field provided that the user may use to input a desired ship date. By default the date will be the current day.
 - **Note:** distid and seekid (unique fields) will be overwritten if present by system generated identifiers in add mode. If importing data using the add mode, the values originally present in these fields will be changed. The import file itself is not changed, only the values entered in the distrib table.

3.1.2.2.4 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.1.3 Distribution data (Other Transactions)

3.1.3.1 Import file formats:

3.1.3.1.1 Database Files:

Source Table in VACMAN: Distrib.dbf

Table definitions for this portion of the import module are identical to those described in section 3.1.2.1.1.

3.1.3.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.3.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.3.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.3.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.3.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.3.2 Data Import procedures:

Import procedures for this portion of the import module are almost identical to that described in section 3.1.2.2. In the 2.63 version of the product, there were no options for handling archive, update and add records, the system handled all records as an update. The new module will provide a choice with the same parameters as described in section 3.1.2.2 above.

3.1.3.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.1.4 Varicella Data

3.1.4.1 Import file formats:

3.1.4.1.1 Database Files:

Source Table in VACMAN: stock.dbf

Field Name	Type	Size
rectype	Char	1

pin	Char	6
orddate	Char	12
ordNum	Char	10
orddose	Numeric	8,0
xmitdate	Char	12
datein	Char	12
rcvxmit	Char	12
timein	Char	5
signee	Char	25
vaccine	Char	8
units	Numeric	8,0
size	Numeric	4,0
doses	Numeric	8,0
maker	Char	8
lot	Char	15
expiry	Char	12
cost	Numeric	9,4
contract	Numeric	15,0
fcode1	Char	1
fdose1	Numeric	8,0
fcode2	Char	1
fdose2	Numeric	8,0
fcode3	Char	1
fdose3	Numeric	8,0
uzr	Char	10
remain	Numeric	8,0
seekid	Numeric	9,0
cdcpo	Numeric	10,0
podate	Char	12
nipord	Numeric	8,0
status	Char	2
note	Char	50
chgdate	Char	12
statepo	Char	32
userid	Char	8
rvchgdt	Char	12
ordpin	Char	6
ordsize	Numeric	4,0
ndcno	Char	16
exctax	Numeric	9,4
addtoinv	Numeric	1,0
stockid	Integer	4

Note: In Visual VACMAN 3.0 the stockid field is the primary key for the stock table and must not be altered in any way as this may prevent the record from matching.

3.1.4.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.4.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.4.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.4.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.4.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.4.2 Data Import procedures:

- The user will select Varicella Order Data, the appropriate file type to import, browse to the file name on the interface screen, select the import type (add, update, or archive) and click the continue button.
- **Note:** Excess order checking – an option in VACMAN 2.63 is automatically checked in Visual VACMAN 3.0 – the option to check or not check this value will no longer be available in this module.
- The system will check the import file for duplicate records, and Varicella orders which have already been transmitted (the record in the import file matches a record in the stock table based on a match of PIN, order date, vaccine and fundcode1). Alternatively, if the stockid field is present in the import file, this value will be used to check for a duplicate. Records which are duplicates or which have already been transmitted will not be imported.
- If the number of records left is less than 1, the user is prompted with an appropriate notice that there are no records to import.
- Records which are ready to be imported will be checked for errors as discussed in section 3.1.4.2.1.
- On successful completion of error checking the system will scan through the import file matching against the stock table looking for matches of order date, vaccine, and fundcode1 values. If a match is found and there is no transmit date, the import record will overwrite the existing record in stock. If there is no match, the new record will be added to the stock table or in the update mode the record will be updated.
- For archival data, the functionality is similar to that described for distribution records above.
- **Note:** This import mechanism is not intended to permit the uploading of NEW Varicella orders. New Varicella Orders are handled as described in section 3.1.10 of this specification. The import function described in section 3.1.4 (this section) is only intended to update Varicella orders in the stock table.

3.1.4.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.1.5 Provider Data

3.1.5.1 Import file formats:

3.1.5.1.1 Database Files:

Source Table in VACMAN: Provider.dbf

Field Name	Type	Size
pin	Char	6
linkpin	Char	6
alphaid	Char	15
firstname	Char	15
initial	Char	1

lastname	Char	35
title	Char	9
contact	Char	30
address	Char	35
addres2	Char	35
city	Char	20
state	Char	2
zipcode	Char	10
ml_contact	Char	30
ml_address	Char	35
ml_addres2	Char	35
ml_city	Char	20
ml_state	Char	2
ml_zipcode	Char	10
county	Char	15
phone	Char	14
extension	Char	4
fax	Char	14
modem	Char	14
subdiv	Char	15
sector	Numeric	2,0
cat1	Char	10
cat2	Char	10
cat3	Char	10
note	Char	50
active	Char	1
codes	Char	10
physcount	Numeric	2,0
origdate	Date	8
other	Char	10
datevfc	Date	8
createdate	Date	8
xmitdate	Date	8
chgdate	Date	8
userid	Char	8
phone2	Char	14
email	Char	40
cat4	Char	10
cat5	Char	10
provtype	Char	1
email2	Char	35
extension2	Char	4
fax2	Char	14
wh_note	Char	50
dateactive	Date	8
datexvfc	Date	8
provid	Integer	4

Note: In Visual VACMAN 3.0 the provid field is the primary key for the provider table and must not be altered in any way as this may prevent the record from matching.

3.1.5.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.5.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those

described in section 3.1.2.1.3.

3.1.5.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.5.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.5.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.5.2 Data Import procedures:

- The user will select Provider Data, the appropriate file type to import, the import option (archive, update or add), browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and will then permitted to continue the import process as described previously.

3.1.5.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.1.6 Enrollment Data

3.1.6.1 Import file formats:

3.1.6.1.1 Database Files:

Source Table in VACMAN: enroll.dbf

Field Name	Type	Size
PIN	Char	6
AGEDEFINE	Char	6
ENSOURCE	Char	10
ALLKIDS1	Numeric	7,0
MEDICAID1	Numeric	7,0
UNINSURED1	Numeric	7,0
AMINDIAN1	Numeric	7,0
FQHC_RHC1	Numeric	7,0
VFCKIDS1	Numeric	7,0
G317KIDS1	Numeric	7,0
STATEKIDS1	Numeric	7,0
ALLKIDS2	Numeric	7,0
MEDICAID2	Numeric	7,0
UNINSURED2	Numeric	7,0
AMINDIAN2	Numeric	7,0
FQHC_RHC2	Numeric	7,0
VFCKIDS2	Numeric	7,0

G317KIDS2	Numeric	7,0
STATEKIDS2	Numeric	7,0
ALLKIDS3	Numeric	7,0
MEDICAID3	Numeric	7,0
UNINSURED3	Numeric	7,0
AMINDIAN3	Numeric	7,0
FQHC_RHC3	Numeric	7,0
VFCKIDS3	Numeric	7,0
G317KIDS3	Numeric	7,0
STATEKIDS3	Numeric	7,0
ALLKIDS4	Numeric	7,0
MEDICAID4	Numeric	7,0
UNINSURED4	Numeric	7,0
AMINDIAN4	Numeric	7,0
FQHC_RHC4	Numeric	7,0
VFCKIDS4	Numeric	7,0
G317KIDS4	Numeric	7,0
STATEKIDS4	Numeric	7,0
CHGDATE	Date	8
USERID	Char	8
OTHER1	Numeric	7,0
OTHER2	Numeric	7,0
OTHER3	Numeric	7,0
OTHER4	Numeric	7,0

Note: In Visual VACMAN 3.0 the pin field is the primary key for the enroll table and must not be altered in any way as this may prevent the record from matching.

3.1.6.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.6.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.6.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.6.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.6.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.6.2 Data Import procedures:

- The user will select Enrollment Data, the import option (archive, update or add), the appropriate file type to import, browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking is first conducted.

If no critical errors are detected – the user will be required to view any warning messages and then permitted to continue the import process as described previously.

3.1.6.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.1.7 Physician Data

3.1.7.1 Import file formats:

3.1.7.1.1 Database Files:

Source Table in VACMAN: physcn.dbf

Field Name	Type	Size
PIN	Char	6
PHYSID	Char	12
LASTNAME	Char	20
FIRSTNAME	Char	15
INITIAL	Char	1
TITLE	Char	9
OTHER1	Char	12
OTHER2	Char	12
MEDICAIDNO	Char	12
MEDLICENSE	Char	12
CHGDATE	Date	8
USERID	Char	8
ADDTOCOUNT	Numeric	1.0
DATEACTIVE	Date	8
PHYSNID	Integer	4

Note: In Visual VACMAN 3.0 the physnid field is the primary key for the physcn table and must not be altered in any way as this may prevent the record from matching.

3.1.7.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.7.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.7.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.7.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.7.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.7.2 Data Import procedures:

- The user will select Physician Data, the appropriate file type to import, the import

option (archive, update or add), browse to the file name on the interface screen, and click the continue button.

- The system will check for duplicates by matching PIN number or physid if present. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and will then permitted to continue the import process as described previously.

3.1.7.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.1.8 Doses Administered Data

3.1.8.1 Import file formats:

3.1.8.1.1 Database Files:

Source Table in VACMAN: dosesadm.dbf

Field Name	Type	Size
ADATE	Date	8
PIN	Char	6
SECTOR	Numeric	1,0
VACCINE	Char	8
POSITION	Numeric	2,0
DOSE	Numeric	1,0
G1	Numeric	7,0
G2	Numeric	7,0
G3	Numeric	7,0
G4	Numeric	7,0
G5	Numeric	7,0
G6	Numeric	7,0
G7	Numeric	7,0
G8	Numeric	7,0
G9	Numeric	7,0
G10	Numeric	7,0
G11	Numeric	7,0
G12	Numeric	7,0
G13	Numeric	7,0
ROWTOT	Numeric	10,0
DAUZR1	Numeric	7,0
DAUZR2	Numeric	7,0
DAUZR3	Numeric	7,0
CHGDATE	Date	8
USERID	Char	8
DAUZR4	Numeric	7,0
DAUZR5	Numeric	7,0
DAUZR6	Numeric	7,0
DAUZR7	Numeric	7,0
DAUZR8	Numeric	7,0
DAUZRTOT	Numeric	8,0
DOSESADMID	Integer	4

Note: In Visual VACMAN 3.0 the dosesadmid field is the primary key for the dosesadm table and must not be altered in any way as this may prevent the record from matching.

3.1.8.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.8.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.8.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.8.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.8.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.8.2 Data Import procedures:

- The user will select Doses Administered Data, the import option (archive, update or add), browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and will then permitted to continue the import process as described previously.

3.1.8.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.1.9 Provider Inventory Data

3.1.9.1 Import file formats:

3.1.9.1.1 Database Files:

Source Table in VACMAN: provhas.dbf

Field Name	Type	Size
PIN	Char	6
IDATE	Date	8
VACCINE	Char	8
LOT	Char	15
POSITION	Numeric	2,0
DOSES	Numeric	8,0
CHGDATE	Date	8
USERID	Char	8
PROVHASID	Integer	4

Note: In Visual VACMAN 3.0 the PROVHASID field is the primary key for the prohas table and must not be altered in any way as this may prevent the record from matching.

3.1.9.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.9.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.9.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.9.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.9.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.9.2 Data Import procedures:

- The user will select Provider Inventory Data, the import option (archive, update or add), browse to the file name on the interface screen, and click the continue button.
- The system will check for duplicates by matching PIN number or PROVHASID when present. Data matching and handling of duplicates will be similar to the rules described in section 3.1.2.2 with the exception that there is no calculation to be done.
- Choosing the Cancel button will abort the operation and close the import module.
- Regardless the choice of the type of import to do, error checking will first be conducted. If no critical errors are detected – the user will be required to view any warning messages and will then permitted to continue the import process as described previously.

3.1.9.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.1.10 New Varicella Orders Import

3.1.10.1 Import file formats:

3.1.10.1.1 Database Files:

Source Table in VACMAN: neworder.dbf

Field Name	Type	Size
rectype	Char	1
pin	Char	6
orddate	Char	12
ordNum	Char	10
orddose	Numeric	8,0
ordPIN	Char	6
ordsize	Numeric	4,0

size	Numeric	4,0
vaccine	Char	8
maker	Char	8
cost	Numeric	9,4
contract	Numeric	15,0
fcode1	Char	1
fdose1	Numeric	8,0
note	Char	50
chgdate	Date	8
statepo	Char	32
userid	Char	8
ndcno	Char	16
exctax	Numeric	9,4
seekid	Numeric	9,0
xmitdate	Date	8

Note: There is no export module in VV3 designed to create the above table. This import module will NOT import any new orders other than Varicella Vaccine.

3.1.10.1.2 Comma Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.2.

3.1.10.1.3 Space Delimited Files:

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.3.

3.1.10.1.4 Microsoft Excel Spreadsheet files (.xls files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.4.

3.1.10.1.5 Lotus Spreadsheet files (.wk1 files)

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.5.

3.1.10.1.6 Other file formats

File definitions and format for this portion of the import module are identical to those described in section 3.1.2.1.6.

3.1.10.2 Data Import procedures:

- The user will select Import New Varicella Orders, the appropriate file type to import, browse to the file name on the interface screen, select the appropriate options for automatically assigning Fund Code and State PO number then click the continue button.
- **Note:** Excess order checking – an option in VACMAN 2.63 is automatically checked in Visual VACMAN 3.0 – the option to check or not check this value will no longer be available in this module.
- The system will check the import file for duplicate records, and Varicella orders which have already been transmitted (the record in the import file matches a record in the neworder table based on a match of PIN, order date, and vaccine. Records which are duplicates or which have already been transmitted will not be imported.
- If the number of records left is less than 1, the user is prompted with an appropriate notice that there are no records to import.
- Records which are ready to be imported will be checked for errors as discussed in section 3.1.10.2.1.
- On successful completion of error checking the system will append the records from the import table into the neworder table

3.1.10.2.1 Error checking criteria

- Error checking is handled by the business object in Visual VACMAN 3.0. Data standards in the import module will exactly mirror the standards enforced for keyboard entry. For exact specifications of all business rules please refer to Reference 1.4.2.

3.2 External Interface Requirements

3.2.1 User Interfaces – No new interfaces to be described in this document.

3.2.2 Hardware Interfaces – No new interfaces to be described in this document.

3.2.3 Software Interfaces – No new interfaces to be described in this document.

3.3 Performance Requirements

The product enhancements will conform to the same performance requirements as are currently in place for the existing product and Visual VACMAN 3.0 in general.

3.4 Hardware Limitations

There are no specific hardware limitations other than those already in place with the existing product and Visual VACMAN 3.0 as a whole.

3.5 Attributes

There are no special attributes to this product not already inherent in Visual VACMAN 3.0 and the current release as a whole.

3.6 Other Requirements

None.

This document is provided to list the exact error checking done on a field by field basis by the import module. The error checking listed is also being done during normal keyboard entry of records in the various tables listed.

The information in this document is organized based on the basic import type – i.e., Distribution data, Physician Data, etc. The information is then further broken down to list the database table affected, the exact field being validated, what information it contains, and a list of the various error conditions the import program tests for.

Distributions via Project Depot

Table affected: distrib.dbf		
Field	Class/Method/Program Called	Validation Steps
Input	clsBusiness.ckMulDate()	<ol style="list-style-type: none"> 1. Date cannot be blank 2. Date must be a valid date 3. Date cannot be more than 5 years prior to current date 4. Date cannot be more than 1 year from value in dateout field.
Dateout	clsBusiness.ckMulDate()	<ol style="list-style-type: none"> 1. Date cannot be blank 2. Date must be a valid date
PIN	clsBusiness.ckMulPIN()	<ol style="list-style-type: none"> 1. Value cannot be blank 2. Value cannot be '999999' 3. Value must match a PIN number in the 'Provider' table (see table definitions document for additional information about the provider table) 4. Provider referenced with PIN must be an active provider.
FromPIN	clsBusiness.ckMulPIN()	<ol style="list-style-type: none"> 1. Value cannot be blank 2. If 'action' field = 8, value cannot be same as PIN

		field above. 3. Value cannot be same as a Depot level PIN number 4. Value cannot be '999999' 5. Value must match a value in the 'Provider' table (see table definitions document for additional information about the provider table) 6. Provider referenced with this value must be an active provider.
Action	frmImport.distribimport()	1. Value must be 1
Vaccine	clsBusiness.ckDistVacc()	1. Value cannot be blank 2. Vaccine name must match a value in the vaccref table. (See table definitions document for detailed information on vaccref table)
Lot	clsBusiness.ckDistLot()	1. Value cannot be blank 2. Lot number must match a lot number in the STOCK table. (See table definitions document for more information on the STOCK table) 3. Lot cannot be expired
Doses	clsBusiness.ckDistLot() clsBusiness.xsMain()	1. Value cannot exceed value in 'remain' field of stock table for matching lot number 2. Value cannot exceed providers maximum allowance
Units	clsProcFile.frvdistribution()	1. Units must be an even multiple of value of doses/size in the lots table
Multiple fields	clsBusiness.ckDistDup()	1. All records are checked for duplication

Distributions (other)

Table affected: distrib.dbf		
Field	Class/Method/Program Called	Validation Steps
Input	clsBusiness.ckMulDate()	1. Date cannot be blank 2. Date must be a valid date 3. Date cannot be more than 5 years prior to current date 4. Date cannot be more than 1 year from value in dateout field.
Dateout	clsBusiness.ckMulDate()	1. Date cannot be blank 2. Date must be a valid date
PIN	clsBusiness.ckDoxPIN()	1. Value cannot be blank 2. Value cannot be '999999' 3. Value must match a PIN number in the 'Provider' table (see table definitions document for additional information about the provider table) 4. Provider referenced with PIN must be an active provider.
FromPIN	clsBusiness.ckMulPIN()	1. Value cannot be blank 2. If 'action' field = 8, value cannot be same as PIN field above. 3. Value cannot be same as a Depot level PIN number 4. Value cannot be '999999' 5. Value must match a value in the 'Provider' table (see table definitions document for additional

		information about the provider table) 6. Provider referenced with this value must be an active provider.
Action	clsBusiness.ckDoxAction()	1. Value must be 2,3,4,5,6,7,8,9,11,12
Vaccine	clsBusiness.ckDistVacc()	1. Value cannot be blank 2. Vaccine name must match a value in the vaccref table. (See table definitions document for detailed information on vaccref table)
Lot	clsBusiness.ckDoxLot()	1. Value cannot be blank 2. Lot number must match a lot number in the STOCK table. (See table definitions document for more information on the STOCK table) 3. Lot cannot be expired
Doses	clsBusiness.ckDoxDoses()	1. Value cannot exceed value in 'remain' field of stock table for matching lot number
Units	clsProcFile.frvdistribution()	1. Units must be an even multiple of value of doses/size in the lots table
Multiple fields	clsBusiness.ckDistDup()	1. All records are checked for duplication

Varicella Order Data

Table affected: stock.dbf		
Field	Class/Method/Program Called	Validation Steps
Multiple	frmImport.varicellaImport()	1. Duplicate records are not allowed
Vaccine	frmImport.varicellaImport()	1. Value must be 'VAR'
Ndcno	frmImport.varicellaImport()	1. Insure that value is same as matching value for Varicella in the vaccbulk table. For more information about the vaccbulk table see the table definitions document
Orddate	clsBusiness.ckMulOrdDt()	1. Date cannot be blank 2. Date must be a valid date 3. Date must be within 30 days of current date.
PIN	clsBusiness.ckVarPIN()	1. PIN cannot be blank 2. PIN must be in provider table (see the table definitions document for additional information about the provider table. 3. PIN must match an active provider 4. Contact, shipping and address information for matching record in provider table must be complete
PIN	clsBusiness.ckEligProv()	1. PIN must not match a public provider 2. PIN must match a varicella eligible provider
Fcode1	clsBusiness.ckVarFundCd()	1. Value cannot be blank
Statepo	clsBusiness.ckVarFundCd()	1. If value in fcode1 is 1 or 2 statepo field must be blank. 2. If value of fcode1 is other than 1 or 2, this value cannot be blank
Orddose Ndcno	clsBusiness.ckVarDose()	1. NDCno value must match a record in the vaccbulk table (for more information about the vaccbulk table see the table definitions document). 2. Total order may not exceed \$25,000. 3. Orddose must be an even multiple of pkgsize in the vaccbulk table.

Rectype	frmimport.varicellaImport()	1. Value must be 2.
Ordpin	frmimport.varicellaImport()	1. Value must be the same as PIN field
Pkgsz	frmimport.varicellaImport()	1. Value must match the pkgsz field in the matching vaccbulk table record.
Maker	frmimport.varicellaImport()	1. Value must match the maker field in the matching vaccbulk table record.
Contract	frmimport.varicellaImport()	1. Value must match the contract field in the matching vaccbulk table record.
Cost	frmimport.varicellaImport()	1. Value must match the cost field in the matching vaccbulk table record.

Provider Data

Table affected: provider.dbf		
Field	Class/Method/Program Called	Validation Steps
PIN	clsBusiness.ckProvPIN()	<ol style="list-style-type: none"> Value cannot be empty Value cannot be zero Value cannot be '999999' Value cannot be '999998' Value cannot be duplicated Value cannot already be in use in the Stock table.
linkPIN	clsBusiness.ckParPIN()	<ol style="list-style-type: none"> Sector field in provider table for record matching this value must be between 10 and 29, or must be 32.
Lastname	clsBusiness.ckMulName	<ol style="list-style-type: none"> Value cannot be empty
Sector	clsBusiness.ckProvSector()	<ol style="list-style-type: none"> Value cannot be 30, 31 or 33 Value must match a record in the sectoref table (see the table definitions document for additional information).
County	clsBusiness.ckProvCounty()	<ol style="list-style-type: none"> Value must match a record in the county table (see the table definitions document for additional information).
Subdiv	clsBusiness.ckProvSubD()	<ol style="list-style-type: none"> Value must match a record in the subdiv table (see the table definitions document for additional information).
Cat1	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> Value must either be empty or must match a value in the cat1 field of the cat1 table (see the table definitions document for additional information).
Cat2	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> Value must either be empty or must match a value in the cat2 field of the cat2 table (see the table definitions document for additional information).
Cat3	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> Value must either be empty or must match a value in the cat3 field of the cat3 table (see the table definitions document for additional information).
Cat4	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> Value must either be empty or must match a value in the cat4 field of the cat4 table (see the table definitions document for additional information).
Cat5	clsBusiness.ckProvCat()	<ol style="list-style-type: none"> Value must either be empty or must match a value in the cat5 field of the cat5 table (see the table definitions document for additional information).

		information).
Codes	clsBusiness.ckMulCode()	1. Value must be either 'Y' or 'N'
Active	clsBusiness.ckMulActive()	<ol style="list-style-type: none"> Value must be 'Y', 'N', 'S' or 'T' If modifying the record and the old value was 'Y' being changed to 'N', 'S' or 'T', there cannot be an active record for ordering Varicella in the neworder table (see the table definitions document for additional information). If modifying the record and the value is not 'Y', the date value for dateXVFC field cannot be empty.
DateVFC	clsBusiness.ckProvVFCdt()	<ol style="list-style-type: none"> Value must be a valid date if used. Value cannot exceed current date by more than 30 days.
Contact	clsBusiness.ckMuladdrship()	1. Value cannot be blank.
Address	clsBusiness.ckMuladdrship()	1. Value cannot be blank.
Phone	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> Value cannot be blank. Value must be properly formatted as: (999) 999-9999
City	clsBusiness.ckMuladdrship()	1. Value cannot be blank.
State	clsBusiness.ckMuladdrship()	1. Value cannot be blank.
Zipcode	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> Value cannot be blank Value SHOULD match an existing value in the zipcode table (see table definitions document for additional information).
Fax	clsBusiness.ckMuladdrship()	1. Value must be properly formatted if used as: (999) 999-9999.
Modem	clsBusiness.ckMuladdrship()	<ol style="list-style-type: none"> Value must be properly formatted if used as: (999) 999-9999.
Note	clsBusiness.ckProvNote()	<ol style="list-style-type: none"> Import module will record warning message if one of the following characters referenced is present in this field: !, @, #, \$, %, ^, &, *, (,), +, , \, /, {, }, [,], :, <, >, ?, '" A warning message will be generated if the field is blank – should enter "NONE" if no value is available.
ML_address ML_address2 ML_City ML_State ML_ZipCode	clsBusiness.clMulMAddr	1. The mailing address information, if used is checked in a manner similar to that done in ckMuladdrship() method mentioned above, however this information is optional and will not generate a fatal error.

Enrollment Data

Table affected: enroll.dbf		
Field	Class/Method/Program Called	Validation Steps
PIN	clsBusiness.ckMulPIN()	<ol style="list-style-type: none"> Value cannot be blank Value cannot be '999999' Value must match a PIN number in the 'Provider' table (see table definitions document for additional information about the provider table) Provider referenced with PIN must be an active provider.

import.allkids1 import.vfckids1 import.g317kids1 import.statekids1	clsBusiness.ckEnrolCnts()	1. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.
import.allkids2 import.vfckids2 import.g317kids2 import.statekids2	clsBusiness.ckEnrolCnts()	2. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.
import.allkids3 import.vfckids3 import.g317kids3 import.statekids3	clsBusiness.ckEnrolCnts()	3. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.
import.allkids4 import.vfckids4 import.g317kids4 import.statekids4	clsBusiness.ckEnrolCnts()	4. Sum of vfckids, g317kids and statekids must be less than or equal to allkids field.

Physician Data

Table affected: physcn.dbf		
Field	Class/Method/Program Called	Validation Steps
PIN	clsBusiness.ckPhysPIN()	1. Value must match a PIN number in the 'Provider' table (see table definitions document for additional information about the provider table) 2. Matching provider record must have a sector field value between 10 and 29 or 32 3. Provider referenced with PIN must be an active provider. 4. Value cannot be blank.
Lastname	clsBusiness.ckMulLName()	1. Value cannot be blank.
Addtocount	frmImport.physImport()	1. Value must be 0 or 1 (equates to false or true)
Active	frmImport.physImport()	1. Value must be 'Y' or 'N'
Dateactive	frmImport.physImport()	1. Value must be a valid date. 2. Value cannot be blank.

Provider Inventory Data

Table affected: provhas.dbf		
Field	Class/Method/Program Called	Validation Steps
Idate	clsBusiness.ckPHasIDt()	1. Date must be a valid date. 2. Date cannot be blank. 3. Date cannot be more than 5 years greater than or less than current date.
PIN	clsBusiness.ckMulPPin()	1. Value cannot be blank. 2. Sector field value in matching provider record must be between 10-29 or 32 3. There must be a matching, non-deleted record in the provider table. 4. Matching provider record must be active
Vaccine	clsBusiness.ckMulVacc()	1. Value cannot be blank. 2. Value must be present in vaccref table.
Lot	clsBusiness.ckPHasLot()	1. Must be a matching vaccine + lot number

		record in the stock table
Doses	frmImport.phasImport()	1. Value must be greater than zero.

Doses Administered Data

Table affected: dosesadm.dbf		
Field	Class/Method/Program Called	Validation Steps
Adate	clsBusiness.ckDoAdmADt()	<ol style="list-style-type: none"> 1. Date must be a valid date. 2. Date cannot be blank. 3. Date cannot be more than 5 years greater than current date.
PIN	clsBusiness.ckMulPPin()	<ol style="list-style-type: none"> 1. Value cannot be blank. 2. Sector field value in matching provider record must be between 10-29 or 32 3. There must be a matching, non-deleted record in the provider table. 4. Matching provider record must be active
Vaccine	clsBusiness.ckMulVacc()	<ol style="list-style-type: none"> 1. Value cannot be blank. 2. Value must be present in vaccref table.
Lot	clsBusiness.ckPHasLot()	<ol style="list-style-type: none"> 2. Must be a matching vaccine + lot number record in the stock table
Doses	clsBusiness.ckDoAdmDose()	<ol style="list-style-type: none"> 1. Value must be greater than zero. 2. Value may not exceed value in the maxno field of the vaccref table.

New Varicella Orders

Table affected: neworder.dbf		
Field	Class/Method/Program Called	Validation Steps
Xmitdate	frmImport.newOrdersImport()	<ol style="list-style-type: none"> 1. Value must be empty.
Seekid	frmImport.newOrdersImport()	<ol style="list-style-type: none"> 1. Value must be empty.
Orddose Fdose1	frmImport.newOrdersImport()	<ol style="list-style-type: none"> 1. Value of orddose must be same as fdose1. If not the program will copy value of fdose1 into this field and will store a warning message.
Vaccine	frmImport.newOrdersImport()	<ol style="list-style-type: none"> 1. Value must be 'VAR'.
Ndcno	frmImport.newOrdersImport()	<ol style="list-style-type: none"> 1. Value must match the ndcno field in the vaccbulk table.
Orddate	clsBusiness.ckOrdDt()	<ol style="list-style-type: none"> 1. Must be a valid date. 2. Cannot be empty. 3. Must be less than current date – 30
PIN	clsBusiness.ckVarPIN()	<ol style="list-style-type: none"> 1. PIN cannot be blank 2. PIN must be in provider table (see the table definitions document for additional information about the provider table. 3. PIN must match an active provider 4. Contact, shipping and address information for matching record in provider table must be complete
PIN	clsBusiness.ckEligProv()	<ol style="list-style-type: none"> 1. PIN must not match a public provider 2. PIN must match a varicella eligible provider
Fcode1	clsBusiness.ckVarFundCd()	<ol style="list-style-type: none"> 1. Value cannot be blank
Orddose Ndcno	clsBusiness.ckVarDose()	<ol style="list-style-type: none"> 1. NDCno value must match a record in the vaccbulk table (for more information about

		the vaccbulk table see the table definitions document). 2. Total order may not exceed \$25,000. 3. Orddose must be an even multiple of pkgsize in the vaccbulk table.
Rectype	frmImport.newOrdersImport()	1. Value must be 2
Statepo	frmImport.newOrdersImport()	1. If fcode1 is 3, cannot be blank. 2. If fcode1 is 1 or 2 must be blank.
Ordpin	frmImport.newOrdersImport()	1. Value must be 'MERCK'
Size	frmImport.newOrdersImport()	1. Value must match the pkgsize field value in vaccbulk table.
Maker	frmImport.newOrdersImport()	1. Value must match the maker field value in vaccbulk table.
Contract	frmImport.newOrdersImport()	1. Value must match the contract field value in vaccbulk table.
Cost	frmImport.newOrdersImport()	1. Value must match the cost field value in vaccbulk table.

References

- VACMAN 2.63 Import Module Requirements Document.
- Visual VACMAN 3.0 User's Guide (VisualVacman_Forms.ppt – 9/19/2002)
